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Acceptance

Also referred to as acceptance of offer. In contract law, the act accepting an offer (e.g., awarding a contract based on an offer under a request for proposals).

Also referred to as acceptance of work or final acceptance. The act of an authorized representative of the Government by which the Government, for itself or as agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of the contract. (FAR 46.101)

Accessibility

Buildings, facilities and programs are required to be made accessible to people with disabilities. Legislation that provides for this includes: the Architectural Barriers Act of 1968, the Rehabilitation Act of 1973, 1984 Uniform Federal Accessibility Standards (UFAS), and the Americans with Disabilities Act (ADA) of 1990.

Accessibility Design Standards

There are two federal regulations that set design standards for NPS design and architectural access. The most stringent standard applies, which in most cases means ADAAG - American's with Disabilities Act Accessibility Guidelines. In the near future, UFAS (Uniform Federal Accessibility Standards) and ADAAG will be combined. New standards for "Outdoor Developed Areas" are currently under development. Updates and additional information can be found on the U.S. Architectural and Transportation Barriers Compliance Board (U.S. Access Board) web page. (The ADAAG can be accessed directly.)

Acquisition

The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (FAR 2.101)

Acquisition Plan

A document used to facilitate acquisition planning.

- It must address all the technical, business, management, and other considerations that will control the acquisition.
- It must identify those milestones at which decisions should be made.
- Specific content will vary, depending on the nature, circumstances, and stage of the acquisition.
- Plans for service contracts must describe the strategies for implementing performance-based contracting methods or provide rationale for not using such methods. (FAR 7.105)

Adaptive Use

A use for a structure other than its historic use, normally entailing some modification of the structure.

Addenda or Addendum

See Amendment.

Administrative Change

A unilateral contract modification, in writing, that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data). (FAR 43.101)

Administrative Data (Historic Structure Report)

"This section contains (a) names, numbers, and locational data [List of Classified Structures LCS] used to refer to the structure, (b) the proposed treatment of the structure referencing the park planning document or other source when it is identified, (c) related studies, (d) cultural resource data including date listed in the National Register, period of significance, and context of significance, and (e) recommendations for documentation, cataloging, and storage of materials generated by the HSR." Direct citations may be taken verbatim from existing park planning documents in order to provide emphasis, especially when contrary recommendations are under consideration.

Administrative History

A study that describes how a park was conceived and established and how it has developed and been managed to the present day.

Administrative Record

When decisions of the National Park Service (NPS) are challenged in court, the court examines the “paper trail” documenting the NPS decision-making process, to determine if the decision was arbitrary, capricious, an abuse of discretion, or otherwise not in accordance with law (Administrative Procedure Act [5 U.S.C.706 (2) (A)]). The administrative record is the paper trail that documents the NPS decision-making process and the basis for the NPS decision. A thorough and complete administrative record is important because it allows the NPS to demonstrate to the court that the NPS fully considered all relevant factors during the decision-making process. An incomplete administrative record, however, can hamper the NPS’s ability to defend its decision by making it appear that the decision was not based on a well-reasoned consideration of all the important information.

Adverse Effect

An action that alters the characteristics that qualify a property for inclusion in the National Register in a manner that would diminish the integrity of the property. Adverse effects can be direct or indirect. They include reasonably foreseeable impacts that may occur later in time, be farther removed in distance, or be cumulative.

Advisory Council on Historic Preservation

An independent federal agency with statutory authority to review and comment on federal actions affecting properties listed in or eligible for the National Register of Historic Places, to advise the President and the Congress on historic preservation matters, and to recommend measures to coordinate activities of federal, state, and local agencies. Its members include Cabinet-level representatives from federal agencies and presidential appointees from outside the federal government.

Advisory Council on Historic Preservation (ACHP)

An independent Federal agency that promotes the preservation, enhancement, and productive use of our Nation's historic resources, and advises the President and Congress on national historic preservation policy.

Agency Consultations.

Throughout the NEPA and section 106 processes the National Park Service (NPS) consults with a myriad of agencies, organizations, and groups regarding proposed actions and alternatives, potential impacts, and mitigation. Although consultation is mandated at certain stages of the NEPA and section 106 process, consultation typically encompasses a broader effort of maintaining ongoing communication with all those agencies and organizations that are interested in or affected by NPS activities. Agencies and organizations NPS most frequently consults with include other federal agencies (e.g. FWS, NMFS, BLM, BOR), state/tribal historic preservation officers, Advisory Council on Historic Preservation, affiliated Indians or Native Hawaiians, and representatives of local governments.

Agency Consultation

A discussion, conference, or forum in which advice or information is sought or given, or information or ideas are exchanged. Consultation generally takes place on an informal basis; formal consultation requirements for compliance with section 106 of NHPA are published in 36 CFR Part 800.

Alteration (For Change of Function, Without Expansion)

Work to change the function of and existing facility or any of its components. The capacity or size of the facility is not expanded. Deferred maintenance of the original facility may be reduced or eliminated by an alteration.

Alternate COR

See Contracting Officer Representative. Individual designated as alternate COR can fill in for the primary COR when required.

Alternatives for Treatment (Historic Structure Report)

A narrative that presents and evaluates alternative approaches to realization of the ultimate treatment. Alternatives are presented in both narrative and graphic form. Analysis addresses the adequacy of each solution in terms of impact on historic materials, effect on historic character, compliance with NPS policy, and other management objectives. The narrative concludes with elaboration on the recommended course of action and specific recommendations for preservation treatments.

Anthropology

The scientific study of the human condition including cultural, biological and physical adaptations over time and in various natural and social environments. Anthropology includes the specializations of archeology, cultural anthropology (including ethnography, ethnology, and applied anthropology), linguistics, and physical anthropology. An anthropologist is a scientist with advance training in any of these subdisciplines.

Amendment

A change in a solicitation prior to contract award. (FAR 14.208 and FAR 15.206)

ADA (Americans with Disabilities Act)

Americans with Disabilities Act, Public Law 101-336 Text of the Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

Anti-Deficiency Act

Requires that no officer or employee of the government may create or authorize an obligation in excess of the funds available, or in advance of appropriations unless otherwise authorized by law. (FAR 32.702)

Appointment Letter

Document used by the contacting officer to assign contractual responsibility to another government official. The letter or memorandum specifies the official's authority and is signed by the Contracting Officer.

Appropriate Design Solutions for Park Use and Maintenance Capabilities

Design solutions that are:

- appropriate for the proposed use of the park
- appropriate for the location of the project (Contextual Design)
- easily and economically operated and maintained by the park staff.

Archeological Overview and Assessment (AO & A)

A study that researches the development of the site and identifies the locations and the characteristics of all archeological resources or a sample of them in a particular area.

Archeological Resource

Any material remains or physical evidence of past human life or activities which are of archeological interest, including the record of the effects of human activities on the environment. They are capable of revealing scientific or humanistic information through archeological research.

Archeology

The scientific study, interpretation, and reconstruction of past human cultures from an anthropological perspective based on the investigation of the surviving physical evidence of human activity and the reconstruction of related past environments. Historic archeology uses historic documents as additional sources of information. An archeologist is a scientist professionally trained to conduct such studies.

Archeological Resource

Any material remains or physical evidence of past human life or activities which are of archeological interest, including the record of the effects of human activities on the environment. An archeological resource is capable of revealing scientific or humanistic information through archeological research.

Archeological Survey

Site survey of the material remains such as fossils, relics, artifacts, and monuments of past human life and activities.

Architect-Engineer (A&E, AE, or A/E)

Architectural/engineering firms that provide services such as architecture, engineering, landscape architecture, construction inspection and supervision, surveying, estimating, and other technical services related to design and construction.

Architect-Engineer Evaluation Board

A panel composed of members who, collectively, have experience in architecture, engineering, construction, and Government and related acquisition matters. Members shall be appointed from among highly qualified professional employees of the agency or other agencies, and if authorized by agency procedures, private practitioners of architecture, engineering, or related professions. One Government member of each board shall be designated as the chairperson. Under the general direction of the head of the contracting activity, an evaluation board must perform the following functions:

- Review the current data files on eligible firms and responses to a public notice concerning the particular project;
- Evaluate the firms in accordance with the selection criteria;
- Hold discussions with at least three of the most highly qualified firms regarding concepts and the relative utility of alternative methods of furnishing the required services; and
- Prepare a selection report for the agency head or other designated selection authority recommending, in order of preference, at least three firms that are considered to be the most highly qualified to perform the required services. The report must include a description of the discussions and evaluation conducted by the board to allow the selection authority to review the considerations upon which the recommendations are based. (FAR 36.602-2(a) and 36.602-3)

Architect-Engineer Services

Means:

- Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services;
- Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
- Such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services. (FAR 36.102)

Architectural Accessibility

Design, construction, and or alteration of a building or facility that is in compliance with officially sanctioned standards, and that can be entered and used by individuals with a disability.

Architectural Conservation

The science of preserving a historic structure's materials by observing and analyzing their deterioration, determining causes of and solutions to problems, and directing remedial interventions.

Architectural Conservator

A specialist in the scientific analysis of historic materials.

Architectural History

The study of architecture through written records and the examination of structures in order to determine their relationship to preceding, contemporary, and subsequent architecture and events. An architectural historian is a historian with advanced training in this specialty.

Architectural Program

An Architectural Program is a narrative list of facility functions, descriptions and functional adjacencies and concept sketches (bubble diagrams) showing the relationships of building functions for a project based on the GMP (General Management Plan) PMIS (Project Management Information System) Statement, Facility Planning Model, Interpretive Plan, HSRs (Historic Structure Reports), and CLR (Cultural Landscape Reports) and in-depth interviews with key park staff and stakeholders. Included are specific ideas of what functions should be included (or excluded), how they should be used, and how other functions should relate.

Archives

The non-current records of an organization preserved for their historic value. Official records of the NPS are managed according to the *Records Management Guideline* (NPS-19) and National Archives and Records Administration standards. The term "archives" is often used to refer to the repository where archives and other historic documents are maintained. See also [Historic document](#).

Areawide Contract

A contract entered into between the General Services Administration and a utility service supplier to cover utility service needs of Federal agencies within the franchise territory of the supplier. Each areawide contract includes an authorization form for requesting service, connection, disconnection, or change in service. (FAR 41.101)

As-Built or As-Constructed Drawings

See record drawings. (FAR 36.102)

Assessment of Effect for Recommended Treatments

A process for assessing recommended treatments and their effect on character-defining features using the Advisory Council's criteria of effect: *"Does the undertaking have the potential to alter characteristics of historic properties such as location, design, setting, workmanship, materials, feeling, and association? Will it cause visual, audible, or atmospheric intrusions not in keeping with a property or its setting, or change the use of the property?"*

Attorney-in-Fact

An agent, independent agent, underwriter, or any other company or individual holding a power of attorney granted by a surety. See also power of attorney. (FAR 28.001)

Available Research

Associated research already completed on the subject structure should be identified in the park, regional office, or other repository prior to scoping an HSR. "As a rule, research about a historic structure should complement existing information and strive to produce a comprehensive understanding of the structure in order to adequately establish and address management objectives. The research effort should be proportional to the significance of the structure and the range of effects associated with the objectives. Although individual structure features, areas or systems may be emphasized, research should approach the structure as a whole."

B**Basis of Design Report (BDR)**

Narrative describing building, site, and utility design, including: structural, mechanical, electrical, water, and wastewater analyses; energy analysis; and materials analysis. Systems analysis includes synopsis of the value analysis study with discussion on design alternatives and selection of the recommended preferred alternative.

Beneficial Occupancy

The project, or portions thereof, are complete in nature to allow the government to utilize the project, or portions thereof, for their intended usage. The mechanical systems, life safety systems, telecommunications systems, and any other systems which are required to properly utilize the project, or portions thereof, shall be complete and in good working order. The remaining items to be completed shall be such that the correction does not cause inconvenience to the government or disruption to the government's normal operations.

Best Management Practices (BMPs)

Practices that apply the most current means and technologies available to not only comply with mandatory environmental regulations, but also maintain a superior level of environmental performance. See also, "sustainable practices/ principles."

Bibliography (Historic Structure Report)

The bibliography is an alphabetical listing of sources, divided by subjects into sections or it may be annotated with a brief description of each listed source. As a scholarly work, an HSR's bibliography will include all documentary sources that were consulted for the preparation of the document. The format of the bibliography should conform to the Chicago Manual of Style as specified in the Cultural Resources Management Guidelines. (Chicago Manual of Style, 1982, 29)

Bid

Also referred to as sealed bid. An offer in response to an invitation for bids. (FAR 2.101)

Bid Additive

A bid item or series of bid items that may be added during the award phase if available funds will permit. This may take the form of new work or alternative materials to what is covered in the base bid.

Bid Opening

For unclassified bids, the bid opening officer (or delegated assistant) must decide when the time set for opening bids in the solicitation has arrived and inform those present of that decision. The bid opening officer (or delegated assistant) must:

- Personally and publicly open all bids received before that time.
- If practical, read the bids aloud to the persons present.
- Have the bids recorded. The original of each bid must be carefully safeguarded, particularly until the abstract of bids has been made and its accuracy verified.
- Permit the examination of bids by interested persons if it does not interfere unduly with the conduct of Government business. (FAR 14.402-1)

Bid Protest

See protest.

Bidder

Any person who has submitted a bid in response to an invitation for bids.

Bidding Documents

All the documents required to bid or negotiate the construction agreement (contract). They are the construction documents with two exceptions: bid and contract terms which are not executed and contract modifications. (AIA)

Bilateral Modification

A contract modification that is signed by the contractor and the Contracting Officer. Bilateral modifications are used to --

- Make negotiated equitable adjustments resulting from the issuance of a change order;
- Definitize letter contracts; and
- Reflect other agreements of the parties modifying the terms of contracts. (FAR 43.103(a))

Biological Assessment

A biological assessment is prepared and forwarded to the U.S. Fish and Wildlife Service if threatened or endangered species or critical habitat may be present in an area to be impacted by a "major construction activity." A major construction activity is defined at 50 CFR §402.02 as a construction project (or an undertaking having similar effects) which is a major federal action significantly affecting the quality of the human environment as referred to in the National Environmental Policy Act (NEPA). The primary purpose of the biological assessment is to determine whether or not a proposed action is "likely to adversely affect" listed species and critical habitat. A biological assessment is not required if the action is not considered a major construction activity; however, if threatened or endangered species are present in the area of potential effects, the federal agency must document to the U.S. Fish and Wildlife Service their evaluation of the effects of the action to such species.

Bonds

Tools to provide the Government, subcontractors, and suppliers with assurance that should the contractor be financially incapable of making payments, fulfilling contractual obligations, or completing the contract, there will be a financially solvent party (the surety) available to fulfill these obligations.

Building Character

In order to assess a building's character, we rely on the same three step visual analysis published in [Preservation Brief 17](#) as a tool for assessing and identifying architectural character (visual aspects) of either proposed or existing individual buildings or groups of buildings. This process shall also be applied to assess the character and context of all immediately adjacent, regional, and culturally significant buildings that might influence or directly contribute to the vicinity's vernacular architecture.

Description of Existing: Relying on the same visual analysis described above, analyze all existing building(s) located either on, adjacent to, or regional to the proposed project site, including those with culturally significant building traditions and forms that influence the vicinity's vernacular architectural character. Both narrative and images may be used.

Description of Proposed: Relying on the same visual analysis described above, analyze the proposed building(s) (or any building additions) architectural context, identifying its architectural character and any regional or cultural building traditions and forms that might be contributing factors. The "Description of Proposed" will typically consist of a narrative description and character sketches (as appropriate).

Building or Site Character Analysis already documented in Historic Structure Reports (HSRs), Cultural Landscape Reports (CLRs), and Design Guidelines may be referenced, but shall be made current with the proposed undertaking.

A brief excerpt from **Preservation Brief 17** follows:

Step 1: Identify the Overall Visual Aspects

Identifying the overall visual character of a building is nothing more than looking at its distinguishing physical aspects without focusing on its details. The major contributors to a building's overall character are embodied in the general aspects of its setting; the shape of the building; its roof and roof features, such as chimneys or cupolas; the various projections on the building, such as porches or bay windows; the recesses or voids in a building, such as open galleries, arcades, or recessed balconies; the openings for windows and doorways; and finally the various exterior materials that contribute to the building's character.

Step One involves looking at the building from a distance to understand the character of its site and setting, and it involves walking around the building where that is possible. Some buildings will have one or more sides that are more important than the others because they are more highly visible. This does not mean that the rear of the building is of no value whatever, but it simply means that it is less important to the overall character. On the other hand, the rear may have an interesting back porch or offer a private garden space or some other aspect that may contribute to the visual character. Such a general approach to looking at the building and site will provide a better understanding of its overall character without having to resort to an infinitely long checklist of its possible features and details. Regardless of whether a building is complicated or relatively plain, it is these broad categories that contribute to an understanding of the overall character rather than the specifics of architectural features such as moldings and their profiles.

Step 2: Identify the Visual Character at Close Range

Step Two involves looking at the building at close range or arm's length, where it is possible to see all the surface qualities of the materials, such as their color and texture, or surface evidence of craftsmanship or age. In some instances, the visual character is the result of the juxtaposition of materials that are contrastingly different in their color and texture. The surface qualities of the materials may be important because they impart the very sense of craftsmanship and age that distinguishes historic buildings from other buildings. Furthermore, many of these close up qualities can be easily damaged or obscured by work that affects those surfaces. Examples of this could include painting previously unpainted masonry, rotary disk sanding of smooth wood siding to remove paint, abrasive cleaning of tooled stonework, or repointing reddish mortar joints with gray portland cement.

There is an almost infinite variety of surface materials, textures and finishes that are part of a building's character which are fragile and easily lost.

Step 3: Identify the Visual Character of Interior Spaces, Features and Finishes

Perceiving the character of interior spaces can be somewhat more difficult than dealing with the exterior. In part, this is because so much of the exterior can be seen at one time and it is possible to grasp its essential character rather quickly. To understand the interior character, **Step Three** says it is necessary to move through the spaces *one at a time*. While it is not difficult to perceive the character of one individual room, it becomes more difficult to deal with spaces that are interconnected and interrelated. Sometimes, as in office buildings, it is the vestibules or lobbies or corridors that are important to the interior character of the building. With other groups of buildings the visual qualities of the interior are related to the plan of the building, as in a church with its axial plan creating a narrow tunnel-like space which obviously has a different character than an open space like a sports pavilion.

Thus the shape of the space may be an essential part of its character.

With some buildings it is possible to perceive that there is a visual linkage in a sequence of spaces, as in a hotel, from the lobby to the grand staircase to the ballroom. Closing off the openings between those spaces would change the character from visually linked spaces to a series of closed spaces. For example, in a house that has a front and back parlor linked with an open archway, the two rooms are perceived together, and this visual relationship is part of the character of the building. To close off the open archway would change the character of such a residence.

The importance of interior features and finishes to the character of the building should not be overlooked. In relatively simple rooms, the primary visual aspects may be in features such as fireplace mantels, lighting fixtures or wooden floors. In some rooms, the absolute plainness is the character-defining aspect of the interior. So-called secondary spaces also may be important in their own way, from the standpoint of history or because of the family activities that occurred in those rooms. Such secondary spaces, while perhaps historically significant, are not usually perceived as important to the visual character of the building. Thus we do not take them into account in the visual understanding of the building.

Building Construction

The construction of sheltered enclosures with walk-in access, for housing persons, machinery, equipment, or supplies. It typically includes all construction of such structures, installation of utilities and equipment (both above and below grade level), as well as incidental grading, utilities and paving, unless there is an established area practice to the contrary. (FAR 22.404-2(c)(1))

C**Capital Asset Plan (CAP)**

A Capital Asset Plan is prepared at the beginning of Predesign for all capital construction projects over \$2.0 mil. The CAP establishes

- (1) Project schedule,
- (2) Funding expenditure schedule tied to specific funds,
- (3) Project performance measures,
- (4) Outlines contracting and procurement for construction contracting,
- (5) Measures achievements against the original baselines, and
- (6) Proposes corrective actions for a project that shows deviation from the schedule, funding, or performance baseline.

CAPs are updated on a quarterly basis. Projects exceeding \$10 million in construction require capital asset plans that are submitted to Department of Interior (DOI) and Office of Managerial Budget (OMB) for approval.

Capital Improvement

The construction, installation, or assembly of a new facility, or the alteration, expansion, or extension of an existing facility to accommodate a change of function or unmet programmatic needs.

Capital Planning and Investment Control (CPIC)

A structured, performance-based, integrated approach to managing the risks and returns of capital assets for a given mission. The CPIC process provides for the annual cycle of selection, and a continuous control, life cycle management, and evaluation of IT and construction investments. The process is focused on the effective use of investment resources to carry out the Department's mission.

Categorical Exclusion (CE)

Documentation that actions have no measurable or significant adverse environmental impacts and for which no exceptional circumstances exist and that meet agency requirements as defined for categorical exclusions outlined in DO-12.

CFR

Code of Federal Regulations

Character-Defining Feature

A prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, and materials may be such features.

Excerpt from Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitation:

Guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on identifying, retaining, and preserving character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

Charette

A focused, short-term workshop engaging diverse disciplines and interest in an effort to explore a range of design opportunities and solutions. The ideas are expressed graphically and supported by text.

Choosing by Advantage (CBA)

A method of decision-making based on comparing the advantages of alternatives. Used by the National Park Service for project priority setting of the line-item construction program.

Chronology of Development and Use (Historic Structure Report)

The physical construction, modification, and use of the structure is summarized. The narrative should be based on historical documentation with corroboration from first-hand observation and materials analysis.

Claim

A written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the contractor seeking the payment of money exceeding \$100,000 is not a claim under the Contract Disputes Act of 1978 until certified as required by the Act and the FAR. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim, by written notice to the Contracting Officer, if it is disputed either as to liability or amount or is not acted upon in a reasonable time. (FAR 33.201)

Class A Construction Cost Estimate

The National Park Service uses Class A Construction Cost Estimates at completion of construction drawings and specifications, when the project is ready to be advertised for construction. It is often referred to as the Official Government Estimate. The estimate is based on complete quantity take-offs from completed construction drawings and specifications and shall correspond to the bid schedule. The minimum Work Breakdown Structure (WBS) for the estimate shall be Bid Item, Uniformat II (level 2), CSI MasterFormat division, CSI MasterFormat items. Backup data shall be submitted on each bid item identifying the cost of equipment, materials, and labor for the work referenced. Support information shall include:

- Final construction drawings and specifications
- Estimate based on complete quantity take-offs
- Final Bid Schedule
- General Requirements (General Conditions) costs shall be shown in detail, not as a percentage of direct costs
- A summary report, by bid item, with estimate mark-ups (including general requirements) allocated to each bid item, to be submitted as the cover sheet for the Class A estimate

All estimates shall reflect current year construction costs.

The following cost factors (mark-ups, add-ons, adjustments) shall be accounted for in the Class A Construction Cost Estimate:

- ✓ Park Location Factor
 - Published Location Factor
 - Remoteness Factor
 - Federal Wage Rate Factor
- ✓ Design Contingency
- ✓ General Conditions
 - Standard General Conditions
 - Government General Conditions
- ✓ Historic Preservation Factor
- ✓ Overhead
- ✓ Profit
- ✓ Contracting Method Adjustment
- ✓ Inflation Escalation to estimated date of Construction

Class B Construction Cost Estimate

A Class B Construction Cost Estimate is prepared at the end of Schematic Design and is based on the “Fully Developed Schematic Design Preferred Alternative” and Basis of Design Report. The Class B Construction Cost Estimate is updated at the end of Design Development when the project has reached approximately the 40% complete Construction Document level.

A project must have a Class B Construction Cost Estimate when submitted for Development Advisory Board approval. A Class B Construction Cost Estimate is derived partially from lump sum (conceptual costs) and unit costs. The Work Breakdown Structure (WBS) for a Class B Construction Cost Estimate shall be Bid Item, Uniformat II (level 2). Greater levels of detail should be provided when possible. Support information shall include:

- Site design (existing and proposed utilities, grading, planting, etc.)
- Building design (plans, elevations, and typical wall sections showing structural systems, proposed room finishes)
- Schematic mechanical and electrical systems design (may be in the form of written analysis, based upon available information)
- Outline specifications including cut sheets of proposed equipment, fixtures or specialty items which may significantly influence estimate

All estimates shall reflect current year construction costs.

The following cost factors (mark-ups, add-ons, adjustments) shall be accounted for in the Class B Construction Cost Estimate:

- ✓ Park Location Factor
 - Published Location Factor
 - Remoteness Factor
 - Federal Wage Rate Factor
- ✓ Design Contingency
- ✓ General Conditions
 - Standard General Conditions
 - Government General Conditions
- ✓ Historic Preservation Factor
- ✓ Overhead
- ✓ Profit
- ✓ Contracting Method Adjustment
- ✓ Inflation Escalation to estimated date of Construction

Class C Construction Cost Estimate

A conceptual cost estimate based on square foot cost (or unit cost) of similar construction. These estimates are often prepared without a fully defined scope of work. Support information should include:

- Anticipated square footage and building type
- Anticipated site development including existing and proposed facilities
- Anticipated mechanical and electrical needs (i.e., will the structure be heated and/or cooled?)
- Anticipated structural systems
- Anticipated utility needs (i.e., will the site require leach field or well?)
- Anticipated utility systems

All estimates shall reflect current year construction costs.

The following cost factors (mark-ups, add-ons, adjustments) shall be accounted for in the Class C Construction Cost Estimate:

- ✓ Park Location Factor
 - Published Location Factor
 - Remoteness Factor
 - Federal Wage Rate Factor
- ✓ Design Contingency
- ✓ General Conditions
 - Standard General Conditions

- Government General Conditions
 - ✓ Historic Preservation Factor
 - ✓ Overhead
 - ✓ Profit
 - ✓ Contracting Method Adjustment
- Inflation Escalation to estimated date of Construction

Collections Management Plan

Provides short-term and long-term guidance to park and center staffs in the management and care of museum objects and archival and manuscript collections.

Commercial Item

Includes:

- a. Any item, other than real property, that is of a type customarily used for nongovernmental purposes and that:
 - (1) Has been sold, leased, or licensed to the general public; or,
 - (2) Has been offered for sale, lease, or license to the general public;
- b. Any item that evolved from an item described in Paragraph 1 of this definition through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation;
- c. Any item that would satisfy a criterion expressed in Paragraphs 1 or 2 of this definition, but for:
 - (1) Modifications of a type customarily available in the commercial marketplace; or
 - (2) Minor modifications of a type not customarily available in the commercial marketplace made to meet Federal Government requirements. Minor modifications mean modifications that do not significantly alter the nongovernmental function or essential physical characteristics of an item or component, or change the purpose of a process. Factors to be considered in determining whether a modification is minor include the value and size of the modification and the comparative value and size of the final product. Dollar values and percentages may be used as guideposts, but are not conclusive evidence that a modification is minor;
- d. Any combination of items meeting the requirements of Paragraphs a, b, c, or e of this definition that are of a type customarily combined and sold in combination to the general public;
- e. Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in Paragraphs a, b, c, or d of this definition, and if the source of such services
 - (1) Offers such services to the general public and the Federal Government contemporaneously and under similar terms and conditions; and
 - (2) Offers to use the same work force for providing the Federal Government with such services as the source uses for providing such services to the general public;
- f. Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed;
- g. Any item, combination of items, or service referred to in Paragraphs a through f, notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a contractor; or
- h. A nondevelopmental item, if the procuring agency determines the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local governments. (FAR 2.101)

Competitive Range

Based on the ratings of each proposal against all evaluation criteria, all of the most highly rated proposals, unless the range is further reduced for purposes of efficiency. (FAR 15.306(c))

Compliance

The process through which natural and cultural resources are taken into account in federal actions. Regulatory requirements that frame compliance activities include the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, and executive orders as well as state requirements.

Compliance Consistency Reviews

The ongoing processes utilized by the design and construction teams to ensure that the evolving design, including design alternatives, and details, are consistent with those that were evaluated within the Environmental Assessment (EA) and Finding of No Significant Impact (FONSI), or Environmental Impact Statement (EIS) and Record of Decision (ROD).

Compliance Drawings

For SHPO/THPO review, historic structures, preferred alternative drawings are annotated to indicate impacts on character defining features and qualities that make the structure eligible for the National Register of Historic Places (see Design Development)

For drawings and supporting obtaining Section 404 National Pollutant Discharge Elimination System (NPDES) and other permits.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)

This act deals with hazardous wastes and materials. It has reporting and testing requirements that, if not followed, can be used to prosecute the responsible individuals, both corporately and individually. This means a contractor can be sued and the Government is not responsible for the fine if one is incurred. Maximum fines for violation of the Act is \$25,000.00 per day per incident.

Comprehensive Historic Preservation Planning

The logical organization of preservation information pertaining to the identification, evaluation, registration, and treatment of historic properties and the setting of priorities for accomplishing preservation activities.

Condition

The physical state of a structure or its components.

Condition Assessment

An evaluation of the physical condition of a structure, distilled by elements and details, with a description of deteriorated areas and the cause for the deterioration.

Condition Assessment Report

A formal report which presents the condition assessment data. This report may cover the entire historic structure or a single feature or system.

Conduct Data Collection

The process of gathering existing data on cultural and natural resources, visitor use and experience, and the socioeconomic environment in the project area, to be used in assessing the potential impacts of the project alternatives on these resources and values.

Constructability Analysis

A Constructability Analysis for a design project is performed using the NPS Constructability Checklist. This typically involves interaction with park staff and modification of the Division I specifications

Constructability Strategies

The ongoing processes utilized by the design and construction teams to ensure that the evolving design, including design alternatives, and details, are constructable.

Construction Bid Schedule

The document utilized by the construction contractor to assign pricing to various aspects of work. The unfilled Construction Bid Schedule is prepared by the design team.

Construction Contract Procurement

All activities and processes, as required by the Federal Acquisition Regulation, associated with awarding a construction contract to a Contractor.

Construction Documents-100% Draft

Construction Documents that are considered 100% finished. Quality Control review and edits, performed by the design contractor, should also be complete.

Construction Documents – 100% Complete

Construction Documents that are submitted with previous 100% Draft review comments resolved for verification by NPS Quality Assurance Branch reviewers. Delay in approval and additional verification reviews will be required if Quality Assurance comments are not adequately resolved. 100% Complete Construction Documents are approved by the NPS Quality Assurance Branch Chief.

Construction Documents - Final

Construction Documents that are ready for NPS archiving and contract procurement processes.

Construction Documents (CDs)

In general, all of the discussions, decisions and drawings that result from Predesign, Schematic Design, and Design Development are conveyed as precisely as possible, both graphically and quantitatively, in a set of detailed documents. These documents outline the expected level of performance and quality, both in written and graphic format. Construction documents ensure the final product matches the product ultimately envisioned after working through the design process.

Specific to the National Park Service, when the construction documents are complete, the NPS shall have sufficient information to secure construction contractor bids and obtain the required permits. The construction documents are required so a contractor can build the project as it has been conceived by the NPS and designers.

Construction Drawings

After approval of the Design Development drawings, the same drawings are then further evolved into Construction Drawings with the inclusion of more detailed technical information, such as dimensions, notes, schedules and referenced large-scale details. Completed Construction drawings will accompany the final specifications to create a legal document for bidding purposes. All construction drawings shall meet the NPS standard.

Construction Inspector / Project Inspector or Supervisor

A government employee who inspects specific portions of work and, if a COR, accepts or rejects that work. An inspector under contract to perform inspections of specific portions of work and make recommendations for acceptance or rejection of that work.

Construction Specifications

Written requirement for materials, equipment, construction systems, standards, and workmanship for the work as well as standards for the construction services required to produce the work. The specifications are usually presented in the project manual, along with the bidding requirements, contract forms, and conditions of the contract. (AIA)

Contextual Analysis

Existing and proposed contextual elements (site and architectural character) are compiled on the **Contextual Analysis Template** (provide link) to enable side-by-side comparison for judging the extent of contextual design compliance. This analysis is accomplished primarily through narrative, but may be accompanied by character sketches and images, if needed.

Contextual Design Philosophy

The design of the facility will embrace timeless design practices. The facility will express strength, stability, endurance, conceived of this time and place.

Past building traditions and practices will be respected, embracing new sustainable practices and technologies and the facility will be significant but not monumental. The size of the facility will always relate to the human scale, welcoming and comfortable, not intimidating. The architectural form and expression will avoid architectural clichés of the day, will be non-intrusive, and will embrace a minimalist aesthetic.

The facility will achieve comfort through simplicity, and beauty through compatibility with its surroundings.

Contract

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements. (FAR 2.101)

Contract Action

An action resulting in a contract, including contract modifications for additional supplies or services, but not including contract modifications that are within the scope and under the terms of the contract, such as contract modifications issued pursuant to the Changes clause, or funding and other administrative changes. (FAR 32.001)

Contract Bid Schedule (also see Contract Price Schedule)

A Contract Bid Schedule is prepared as part of the specifications and describes the extent of work. When the extent of the work cannot be adequately shown in a Lump Sum, each bid item is listed by specification section in a numerical order that describes the bid items measurement and payment.

Contract Documents

Documents that form the legal agreement between owner and contractor. These include all construction documents except bidding requirements. (AIA)

Contract Modification

Also referred to as a modification or mod. Any written change in the terms of a contract. (FAR 43.101)

Contract Price

1. The award price of a contract or, for requirements contracts, the price payable for the estimated quantity; or for indefinite-delivery type contracts, the price payable for the specified minimum quantity. (FAR 52.228-15(a))
2. The total amount of a contract for the term of the contract (excluding options, if any) or, for requirements contracts, the price payable for the estimated quantity; or for indefinite-delivery type contracts, the price payable for the specified minimum quantity. (FAR 52.228-16(a))

Contract Price Schedule (also see Contract Bid Schedule)**Contract Specialist (CS)**

Performs professional work involving procuring supplies, services, and construction using formal advertising or negotiation procedures, evaluating contract price proposals, and contract administration or termination and closeout.

Contracting Officer (CO)

A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer Representative (COR)

Also referred to as Contracting Officer Technical Representative. A person designated by the Contracting Officer to assist in the technical monitoring or administration of a contract. Procedures vary from agency to agency, but generally a COR must be designated in writing with a copy furnished the contractor and the contract administration office. The designation does not include any authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.

Contracting Officer Technical Representative (COTR)

See Contracting Officer Representative.

Contractor

1. Any individual or other legal entity that:
 - Directly or indirectly (e.g., through an affiliate), submits offers for or is awarded, or reasonably may be expected to submit offers for or be awarded, a Government contract, including a contract for carriage under Government or commercial bills of lading, or a subcontract under a Government contract; or

- Conducts business, or reasonably may be expected to conduct business, with the Government as an agent or representative of another contractor. (FAR 9.403)
2. Includes the terms prime contractor and subcontractor. (FAR 22.801)
 3. Includes a subcontractor at any tier whose subcontract is subject to the provisions of the Services Contract Act. (FAR 22.1001)
 4. For subcontracting requirements, the total contractor organization or a separate entity of it, such as an affiliate, division, or plant, that performs its own purchasing. (FAR 44.101)

Copeland (Anti-Kickback) Act

Makes it unlawful to induce, by force, intimidation, threat of procuring dismissal from employment, or otherwise, any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the United States, to give up any part of the compensation to which that person is entitled under a contract of employment. The Act also requires each contractor and subcontractor to furnish weekly a statement of compliance with respect to the wages paid each employee during the preceding week. Contracts subject to the Act must contain a clause requiring contractors and subcontractors to comply with the regulations issued by the Secretary of Labor under the Act. (FAR 22.403-2)

Cost Comparability

Comparable construction costs to the project being programmed. Data is obtained from actual construction costs of similar projects, in similar localities, for comparison to the Class C estimated construction cost. Use non-NPS projects for comparison.

Cost Comparability Analysis

Collaboratively research comparability costs for the project for inclusion in the Predesign Submittal. Information should reflect the following:

- Substantial project components broken down into units such as cost per square foot of building, cost per toilet fixture, cost per parking space, cost per linear foot of pipe, and cost per linear foot of roadway
- Regionalized costs
- Costs presented quantitatively, as well as graphically, using histograms, pie charts, etc.
- Information current within 5 years and be adjusted for inflation
- Provide a good representation of similar projects constructed by other Federal, state, or local government agencies and private sector investments.

Cost Factors

Cost Factors are design and construction issues or parameters that influence both direct and indirect construction costs. They are typically spread throughout a construction estimate and if ignored or inadequately considered will result in construction cost estimate inaccuracies. Examples of Cost Factors include: *Location Factor, Federal Wage Rate Factor, Overhead & Profit, General Conditions, Historic Preservation Factor, Contracting Methods Adjustment, Inflation Escalation, and Design Contingencies.*

Contracting Methods Factor

The Contracting Method Factor is the varying cost factor associated with the type of construction contract used for a specific construction project. The National Park Service seldom awards construction contracts based on the low-bidder of full and open competitive bid solicitations. The contracting methods, most often employed by the NPS, add additional cost to the construction projects as compared to a competitive bid solicitation. The primary procurement method is competitive negotiation, where award is based on negotiating a price with the best technically-qualified bidder. The NPS also awards many contracts through the Small Business Administration's 8-A program. Depending on the Procurement method chosen, cost can be affected, as much as, 15-30 percent.

Council on Environmental Quality (CEQ)

The Council on Environmental Quality coordinates federal environmental efforts and works closely with agencies and other White House offices in the development of environmental policies and initiatives. The Council's Chair, who is appointed by the President with the advice and consent of the Senate, serves as the principal environmental policy adviser to the President. In addition, CEQ reports annually to the President on the state of the environment; oversees federal agency implementation of the environmental impact assessment process; and acts as a referee when agencies disagree over the adequacy of such assessments

Cover Page (Historic Structure Report)

The cover page includes the: report title, name(s) of structure(s), name(s) of primary authors and investigators with affiliated office, regional office, department, and, date of report. Project managers and other contributors who did not prepare the text may be more appropriately listed in an acknowledgement section. A signature page should follow the cover page with “recommended by” and “approved by” signature lines to document acceptance of the HSR. Traditionally the HSR is recommended by the person preparing the report or a park cultural resources specialist and approved by a park superintendent and/or regional director.

Cultural Landscape

A geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.

Cultural landscape Inventory (CLI)

A computerized, evaluated inventory of all cultural landscapes for which the National Park Service has or plans to acquire any legal interest. The CLI includes a description of the location, historical development, landscape characteristics and associated features, and management of cultural landscapes in the national park system.

Cultural Landscape Report (CLR)

A report that serves as the primary guide to treatment and use of a cultural landscape, and that prescribes the treatment and management of the physical attributes and biotic systems of a landscape, and use when use contributes to historical significance.

Cultural Resource

An aspect of a cultural system that is valued by or significantly representative of a culture or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible cultural resources are categorized as districts, sites, buildings, structures, and objects for the National Register of Historic Places and as archeological resources, cultural landscapes, structures, museum objects, and ethnographic resources for NPS management purposes.

Cultural Resource Management

The range of activities aimed at understanding, preserving, and providing for the enjoyment of cultural resources. It includes research related to cultural resources, planning for actions affecting them, and stewardship of them in the context of overall park operations. It also includes support for the appreciation and perpetuation of related cultural practices, as appropriate.

D**Davis-Bacon Act**

Provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States, must contain a clause that no laborer or mechanic employed directly upon the site of the work must receive less than the prevailing wage rates as determined by the Secretary of Labor. (FAR 22.403-1)

Debarment

Action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period. (FAR 9.403)

Debarred

Excluded from Government contracting and Government-approved subcontracting for a reasonable, specified period. (FAR 9.403)

Defect

Any condition or characteristic in any supplies or services furnished by the Contractor under the contract that is not in compliance with the requirements of the contract. (FAR 52.246-19(a))

Deficiency

A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level. (FAR 15.301)

Denver Service Center (DSC)

The primary NPS office responsible for providing technical and professional services in support of the NPS construction program.

Descriptive Literature

1. Information, such as cuts, illustrations, drawings, and brochures, which shows the characteristics or construction of a product or explains its operation. It is furnished by bidders as a part of their bids to describe the products offered. The term includes only information required to determine acceptability of the product. It excludes other information such as that furnished in connection with the qualifications of a bidder or for use in operating or maintaining equipment. (FAR 14.202-5)
2. Information (e.g., cuts, illustrations, drawings, and brochures) that is submitted as part of a bid. Descriptive literature is required to establish, for the purpose of evaluation and award, details of the product offered that are specified elsewhere in the solicitation and pertain to significant elements such as (1) design; (2) materials; (3) components; (4) performance characteristics; and (5) methods of manufacture, assembly, construction, or operation. The term includes only information required to determine the technical acceptability of the offered product. It does not include other information such as that used in determining the responsibility of a prospective Contractor or for operating or maintaining equipment. (FAR 52.214-21(a))

Design

In construction, defining the construction requirement (including the functional relationships and technical systems to be used, such as architectural, environmental, structural, electrical, mechanical, and fire protection), producing the technical specifications and drawings, and preparing the construction cost estimate. (FAR 36.102)

Design-Bid-Build

The traditional project delivery method where design and construction are sequential and contracted for separately with two contracts and two contractors. (FAR 36.102)

Design-Build

A method of project delivery, combining design and construction in a single contract with one contractor. (FAR 36.102)

Design Calculations

All calculations prepared by the design team to guide the selection and sizing of various components of the project.

Design Concepts Assessment

Based on the Contextual Analysis and Project Program, design concepts of the proposed landscape and building context, or functional context (in the case of an existing building), are illustrated at a sufficient presentation level to enable NPS assessment. Concepts for new structures shall exemplify site-integrated massing and architectural concepts. Rough thumbnail sketches, study models, electronic images, and annotation are used to convey these Design Concepts.

Design Contingencies

Design Contingencies are the mark-ups that relate to the accuracy of the estimate and completeness of the design/construction documents. Design Contingencies should NOT be confused with the Cost of Design or Construction Contingencies (modifications). Design Contingencies vary by project, but also vary (gradually reducing) by where the project is in the design process. At the preliminary stages of planning and design it is very difficult to determine the complete scope of the project in detail, therefore the design contingency is set at a high percentage.

Typical ranges for design contingency are:

Class C Estimate – Conceptual Design	15 to 50 Percent
Class B Estimate – Schematic Design	10 to 20 Percent
Class A Estimate – Construction Documents	0 to 10 Percent

Design Development (DD)

In general, design development is the evolution of the whole building and site as a system, including specific construction issues which may affect the final project. In this phase, the schematic design continues to be defined through plans, elevations and sections -- the size of rooms, types of materials, and exact placement of the building on the site. Specific design issues are addressed and resolved in order to develop detailing. Particular attention is given to the quality of the design, its

documentation, and agreement with the original goals set during Predesign. Additionally, selections of materials and engineering systems are tested against the overall project budget.

Specific to the National Park Service, designers shall provide the NPS with drafted to-scale drawings and outline specifications that illustrate and define the project. These drawings specifically delineate the site plan, floor plans and exterior elevations. It is important that the park staff provide feedback to the design team at this time, as the Design Development Documents are used as the basis for the Construction Documents. Value Engineering and choices are made, if necessary, to align project scope against costs.

Design Development Drawings

Design Development Drawings are based on the approved final Schematic Design Sketches, presentation models, and photographs. They consist of formalized, formatted, and scaled drawings on standard NPS sheets. All of the required disciplines participate and begin integrating and cross-referencing graphic information. Completed Design Development drawings are typically 30 to 40 percent Construction Drawings.

DD deliverables (see Deliverables)

Design Deficiencies

Deficiencies include:

- Changes required to correct work that was improperly surveyed
- Changes required to meet applicable codes
- Changes required due to conflicts in or between drawings and specifications
- Changes required because obsolete or incorrect equipment was specified
- A clear drawing error or omission in drawings
- Deficient technical specifications

Design Documents Coordination Check

A process of reviewing and coordinating the design documents produced by various disciplines. The purpose is to ensure that the design documents are: properly coordinated and do not include conflicts; documents are consistent; errors and omissions are uncovered early in the processes; the quality of contract documents are improved and change orders reduced; and to ensure that codes and NPS conventions are met. This process may include internal checklists, specific techniques such as overlaying documents, or outside reviews. The Redicheck© method is an example of a formalized system of plan checking.

Design Imperatives

Design Imperatives are essential criteria, practices, guidelines, laws, and policies that shall be considered and applied throughout all phases of the design and construction processes.

Design Intent

The creative objectives of a designer, architect, landscape architect, engineer, or artist that were applied to the development of a historic property.

Design Process

The process includes the development of schematic design alternatives, design development, and the detailed construction drawings, specifications, cost estimates, and other contract documents that provide a contractor with the information needed to build the requested project (such as a facility, utility, or a road); includes architecture, landscape architecture, and civil, mechanical, electrical or structural systems. Technical review is completed primarily by the design team with minimal involvement from the park staff.

Destructive Investigation

Investigative techniques, such as selective demolition, necessary when non-destructive alternatives are inadequate to provide essential information for evaluating or treating a historic structure.

Determination and Findings

A special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contracting actions. The determination is a conclusion or decision supported by the findings. The findings are statements of fact or rationale essential to support the determination and must cover each requirement of the statute or regulation. (FAR 1.701)

Developed Area

An area managed to provide and maintain facilities (e. g., roads, campgrounds, housing) serving park managers and visitors. Includes areas where park development or intensive use may have substantially altered the natural environment or the setting for culturally significant resources.

Development Advisory Board (DAB)

A board made up of executive level NPS employees and external advisors who review design and construction projects for cost-effectiveness and the responsible use of NPS construction monies.

Developmental History (Historic Structure Report)

A scholarly report documenting the evolution of a historic structure, its current condition, and the causes of its deterioration. It is based on documentary research and physical examination. The scope of documentary research may extend beyond the physical development of the structure if needed to clarify the significance of the resource or to refine contextual associations; however, major historical investigation of contextual themes or background information should be conducted as part of a historic resource study.

Deviation

Also referred to as a FAR deviation. Any one or combination of the following:

- The issuance or use of a policy, procedure, solicitation provision, contract clause, method, or practice of conducting acquisition actions of any kind at any stage of the acquisition process that is inconsistent with the FAR.
- The omission of any solicitation provision or contract clause when its prescription requires its use.
- The use of any solicitation provision or contract clause with modified or alternate language that is not authorized by the FAR.
- The use of a solicitation provision or contract clause prescribed by the FAR on a "substantially as follows" or "substantially the same as" basis if such use is inconsistent with the intent, principle, or substance of the prescription or related coverage on the subject matter in the FAR.
- The authorization of lesser or greater limitations on the use of any solicitation provision, contract clause, policy, or procedure prescribed by the FAR.
- The issuance of policies or procedures that govern the contracting process or otherwise control contracting relationships that are not incorporated into agency acquisition regulations. (FAR 1.401)

Discussions

Negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal. (FAR 15-306(d) and 52.215-1(a))

Division 1 Specifications

The specification sections 01010 through 01650 that pertain to the administration of the project under construction. These are the only sections the NPS provides Guide Specs

Documentation

Drawings, photographs, writings, and other media that depict cultural and natural resources.

DOT

Department of Transportation (e.g., CDOT = Colorado Department of Transportation)

E**Effective Date of Termination**

The date on which the notice of termination requires the contractor to stop performance under the contract. If the termination notice is received by the contractor subsequent to the date fixed for termination, then the effective date of termination means the date the notice is received. (FAR 49.001)

8(a)

Section 8(a) of the Small Business Act. (FAR 19.800(a)) This is a program to ensure maximum practical contract opportunities to socially, economically disadvantaged firms.

8(a) Contract

A contract with the Small Business Administration under a program established by Section 8(a) of the Small Business Act. Under that program, the Small Business Administration is authorized to enter into all types of contracts with other agencies and let subcontracts for performing those contracts to firms eligible for program participation. (FAR 19.800(a))

8(a) Contractor

A Small Business Administration subcontractor under an 8(a) contract. (FAR 19.800(a))

Electronic Commerce (EC)

A paperless process including electronic mail, electronic bulletin boards, electronic funds transfer, electronic data interchange, and similar techniques for accomplishing business transactions. The use of terms commonly associated with paper transactions (e.g., copy, document, page, printed, sealed envelope, and stamped) must not be interpreted to restrict the use of electronic commerce. Contracting Officers may supplement electronic transactions by using other media to meet the requirement of any contract action governed by FAR (e.g., transmission of a hard copy of drawings). (FAR 4.502(a))

Electronic Funds Transfer (EFT)

A transfer payment transaction instruction given to the Federal Reserve System. (FAR 32.902)

Emerging Small Business Concern

A small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the standard industrial classification code assigned to a contracting opportunity. (FAR 19.1002)

Enabling Legislation

The congressional mandate that establishes a National Park. It may include a park's boundaries, set the parameters for how the park is managed, describe its interpretive themes and significance. It may also mandate special conditions of operation or may establish conditions that are contrary to NPS policy.

Endangered Species Act of 1973, as Amended

Requires federal agencies to insure that any action authorized, funded or carried out does not jeopardize the continued existence of any endangered or threatened species or result in the destruction or adverse modifications of critical habitat. Section 7 requires all federal agencies to consult with Interior and to " ...insure that any action authorized, funded or carried out by such agency(ies)...is not likely to jeopardize the continued existence or destruction or adverse modification of habitat of such species which is...critical.

Environmental Assessment (EA)

A brief NEPA document that is prepared (a) to help determine whether the impact of a proposed action or its alternatives could be significant; (b) to aid the NPS in compliance with NEPA by evaluating a proposal that will have no significant impacts, but may have measurable adverse impacts; or (c) as an evaluation of a proposal that is either not described on the list of categorically excluded actions, or is on the list, but exceptional circumstances apply.

Environmental Impact Statement (EIS)

A detailed NEPA analysis document that is prepared when a proposed action or alternatives have the potential for significant impact on the human environment.

Comparison of the kind and magnitude of change that the management prescription may or may not have on the existing environment.

Environmental Leadership

Advocating on a personal and organizational level best management practices and the principals of sustainability, and making decisions that demonstrate a commitment to those practices and principals.

Environmental Screening Form (ESF)

A checklist for the type of compliance required for a project which identifies data, studies, and plans required to complete the project, as well as the appropriate level of NEPA/Section 106 compliance.

Ethnographic Landscape

An area containing a variety of natural and cultural resources that traditionally associated people define as heritage resources. The area may include plant and animal communities, structures, and geographic features, each with their own special local names.

Ethnographic Overview and Assessment

A basic report that emphasizes the analysis and review of accessible archival and documentary data relating to park ethnographic resources and the groups who traditionally define such cultural and natural features as significant to their ethnic heritage and cultural viability.

Ethnographic Resources

Objects and places, including sites, structures, landscapes, and natural resources, with traditional cultural meaning and value to associated peoples. Research and consultation with associated people identifies and explains the places and things they find culturally meaningful. Ethnographic resources eligible for the National Register of Historic Places are called traditional cultural properties.

Ethnography

Part of the discipline of cultural anthropology concerned with the systematic description and analysis of cultural systems or lifeways, such as hunting, agriculture, fishing, other food procurement strategies, family life festivals and religious celebrations. Ethnographic studies of contemporary people and cultures rely heavily on participant observation as well as interviews, oral histories, and review of relevant documents.

Executive Summary (Historic Structure Report)

This introductory text provides a concise account of (a) research done to produce the HSR, (b) major research findings, (c) major issues identified in the project agreement, and (d) recommendations for treatment or use. Deviations from park planning documents should be identified here and discussed more fully in the body of the report.” Also, limitations that were placed on the study can be described here. Additional research needs may also be acknowledged in this section.

Exhibit Plan

A guide for the development of exhibits that support the interpretive themes of a park. The final production-ready exhibit plan identifies the museum objects and graphics to be exhibited. Detailed drawings provide specifications on environmental and security needs for objects, exhibit cases and special mounts needed to support objects.

Exhibit Specialist

A craftsman with journeyman or master-level skills and specialized experience in historic preservation methods and philosophy.

Existing Conditions (Historic Structure Report)

Current physical condition of a structure is documented in narrative and graphic formats.

Extensive Rehabilitation

Rehabilitation which alters or removes character defining features.

F**Facility Planning Model**

An electronic tool that can be utilized to estimate space requirements and develop Class C Cost estimates during the formulation of the PMIS Project Statement.

FAR

Federal Acquisition Regulations

Fair Opportunity

In accordance with FAR 16.505(b), the contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding \$2,500 issued under multiple delivery-order contracts or multiple task-order contracts.

Feature

A prominent or distinctive aspect, quality, or characteristic of a historic structure. See also Character-Defining Feature.

Federal Lands Highway Program (FLHP)

A program that provides planning, design, and construction funding for deteriorating park roads and alternative modes of transportation in parks.

Federal Wage Rate Factor

The Federal Wage Rate Factor is the cost that results from meeting the legal requirement of the Davis-Bacon Act.

The Davis-Bacon Act, as amended, requires that each contract over \$2,000 to which the United States or the District of Columbia is a party for the construction, alteration, or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.

Construction contractors awarded a National Park Service construction project, at a minimum, must pay their employees according to the appropriate county Davis-Bacon wage rates. In areas with strong labor unions, the Davis-Bacon wage rates generally exceed prevailing wage rates reflected in the *published location factors*. Therefore, there typically needs to be an adjustment to the construction cost estimate to reflect this government wage rates requirement.

FHWA

Federal Highway Administration

Final Acceptance

See Acceptance, second definition.

Final Design Concepts

In consultation with NPS, Final Design Concepts are chosen (and revised if necessary) prior to further development as Schematic Design Alternatives. Rough thumbnail sketches, study models, electronic images, and annotation are used to convey these Design Concepts.

Final Inspection

A final inspection is held and a final punch list generated when the project has been completed in accordance with the plans and specifications and is ready for its intended use.

Finding of No Significant Impact (FONSI)

An explanation of why the selected action will have no significant effects on the human environment. It is based on the EA and comments of agencies and the public. The FONSI states which alternative has been selected, very briefly describes other alternatives considered in the EA, and discusses how criteria were used and how they were weighed in the selection process.

FLH

Federal Lands Highway

FLHO

Federal Lands Highway Office; headquarters office in Washington, DC

Flow Diagrams

A study or analysis of pedestrian and vehicular movement to determine the feasibility of the program. (AIA)

Fringe Benefits

Allowances and services provided by the contractor to its employees as compensation in addition to regular wages and salaries. Fringe benefits include, but are not limited to, the cost of vacations, sick leave, holidays, military leave, employee insurance, and supplemental unemployment benefit plans. (FAR 31.205-6(m)(1))

Fully Developed Schematic Design Preferred Alternative

The schematic design preferred alternative documents include building and site plans, elevations, and sections in sufficient detail to illustrate the functional and programmatic requirements of the preferred alternative from the Value Analysis. The preferred alternative is fully developed to adequately define the buildings, site development and systems including structural, mechanical, electrical, water and wastewater analyses; energy analysis; and materials analysis.

Function Analysis System Technique (FAST) Diagram

Diagram verifying the correctness of the function definitions and showing their interrelationships. It identifies and separates them into higher order, basic, and required secondary functions.

G

General

Mandatory Design Imperatives and supporting Guidelines which designers must continually consider and incorporate throughout the duration of a project.

General Management Plan (GMP)

The GMP outlines the basic strategy for managing park resources, visitor use, and interpretation. The GMP is the primary vehicle for determining the general treatment of cultural resources in a park.

General Wage Determination

Contains prevailing wage rates for the types of construction designated in the determination, and is used in contracts performed within a specified geographical area. General wage determinations contain no expiration date and remain valid until modified, superseded, or canceled by a notice in the Federal Register by the Department of Labor. Once incorporated in a contract, a general wage determination normally remains effective for the life of the contract. (FAR 22.404-1(a))

Geologic Resources

Features produced from the physical history of the earth, or processes such as exfoliation, erosion and sedimentation, glaciation, karst or shoreline processes, seismic, and volcanic activities.

Government Contract

Any agreement or modification thereof between a Government contracting agency and any person for the furnishing of supplies or services, or for the use of real or personal property including lease arrangements. The term does not include:

- Agreements in which the parties stand in the relationship of employer and employee, and
- Contracts for the sale of real and personal property by the Government. (FAR 22.801)

Government Costs

In value engineering, those agency costs that result directly from developing and implementing the value engineering change proposal (VECP), such as any net increases in the cost of testing, operations, maintenance, and logistics support. The term does not include the normal administrative costs of processing the VECP or any increase in instant contract cost or price resulting from negative instant contract savings. (FAR 48.001)

Government Delay of Work

Delays and interruptions in the contract work caused by the acts, or failures to act, of the Contracting Officer. The Government Delay of Work clause provides for the administrative settlement of contractor claims that arise from any delay caused by the Government. (FAR 42.1304(a))

Government General Conditions Factor

Government General Conditions Factor is the cost of doing work for the United States Government and the National Park Service and is not included in Standard General Conditions. Many of these government costs can be attributed to increased administrative and quality requirements, along with the legal requirements that the NPS protect cultural and natural resources while allowing the public access.

Government Performance Results Act of 1993 (GPRA)

An Act to provide for the establishment of strategic planning and performance measurement in the Federal Government (the Act)

Government Property

All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and contractor-acquired property. (FAR 45.101)

Government-Furnished Material

Government property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. Property includes assemblies, components, parts, raw and processed materials, and small tools and supplies. (FAR 45.101 and 45.301)

Government-Furnished Property

Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor. (FAR 45.101)

Gross Construction Costs

Gross construction costs for a project include net construction costs plus:

- Construction Supervision: The NPS contracts Construction Supervision/Inspection Services to Construction Management firms. For Line Item Construction projects, 8 percent of Net Construction is used.
- Construction Contingencies: For Line Item Construction Projects, the NPS adds a contingency of 10 percent of Net Construction Costs to cover modification expenses.

Guideline vs. Template (suggested vs. required)

Guideline is a suggested outline of how a task is to be performed or formatted, whereas a template is a required NPS format, usually electronic, that shall be used by the contractor as a contract deliverable.

H

Hazardous Material

Includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract). (FAR 52.223-3(a))

Heavy Construction

Those projects that are not properly classified as either building, residential, or highway, and is of a catch-all nature. Such heavy projects may sometimes be distinguished on the basis of their individual characteristics, and separate schedules issued (e.g., dredging, water and sewer line, dams, flood control, etc.). (FAR 22.404-2(c)(4))

Historian

Specialist with advanced training in the research, interpretation, and writing of history.

Historic American Building Survey (HABS) - Historic American Engineering Record (HAER)

Architectural and engineering documentation programs that produce a thorough archival record of buildings, engineering structures, and cultural landscapes significant in American history and the growth and development of the built environment.

Historic Character

The sum of all visual aspects, features, materials, and spaces associated with a property's history.

Historic District

A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, landscapes, structures, or objects, unified by past events or aesthetically by plan or physical developments. A district may also be composed of individual elements separated geographically but linked by association or history.

Historic Document

Any recorded information in any medium – paper, magnetic tape, film, etc. – that has a direct physical association with past human event, activity, observation, experience, or idea.

Historic Fabric

The physical elements, from a historically significant period, that were combined or deposited to form a structure as opposed to material used to maintain or restore a structure following its historic period(s). See [material](#).

Historic Furnishings Report

A study that provides an abbreviated history of a structure's use and documents the type and placement of furnishings to a period of significance.

Historic Landscape

A cultural landscape associated with events, persons, design styles, or ways of life that are significant in American history, landscape architecture, archeology, engineering, and culture; a landscape listed on the National Register of Historic Places.

Historic Preservation Factor

The Historic Preservation Factor is the higher costs anticipated when treating cultural resources that are subject to more challenging construction conditions and additional legal compliance. Work on cultural resources often creates additional access, control and protection processes and problems during construction. Labor and material costs often increase significantly because of the required care to select compatible materials and preserve historic fabric. The range for this factor

is significantly variable and should be set at the estimator's professional discretion.

Historic Property

A district, site, structure, or landscape significant in American history, architecture, engineering, archeology, or culture; an umbrella term for all entries in the National Register of Historic Places.

Historic Resource Study (HRS)

Primary document used to identify and manage the historic resources in a park. It is the basis for understanding their significance and interrelationships, a point of departure for development of interpretive plans, and the framework within which additional research should be initiated.

Historic Scene

The overall appearance of all cultural resources and their surroundings as they were in the historic period; the cultural resources and their interrelationships that provide the context for understanding and interpreting the events, ideas, or persons associated with a park.

Historic Site

The site of a significant event, prehistoric or historic occupation or activity, or structure or landscape (extant or vanished), where the site itself possesses historical, cultural, or archeological value apart from the value of any existing structure or landscape; see [cultural landscape](#).

Historic Structure

A constructed work usually immovable by nature or design, consciously created to serve some human activity. Examples are buildings of various kinds, monuments, dams, roads, railroad track, canals, mill races, bridges, tunnels, locomotives, nautical vessels, stockades, forts and associated earthworks, Indian mounds, ruins, fences and outdoor sculpture.

Historic Structure Assessment Report (HSAR)

No longer produced, HSARs were reports which developed out of the Inventory Condition and Assessment Program (ICAP) and contained feature inventories and cost estimates.

Historic Structure Preservation Guide (HSPG)

No longer produced, HSPGs were guides to the maintenance of a structure following completion of its treatment.

Historic Structure Report (HSR)

A historic structure report is prepared to minimize loss of character-defining features and materials whenever existing information about the developmental history and condition of the historic structure does not provide an adequate basis upon which to address anticipated management objectives, whenever alternative courses of action for impending treatment and use could have adverse effects, or to record treatment.

Architectural, landscape, and archeological investigations supporting an HSR have the least possible impact on the property studied and employ nondestructive methods to the maximum extent possible.

Historical Architect (not to be confused with "historic" architect, i.e. Frank Lloyd Wright)

Specialist in the science and art of architecture with specialized advanced training in the principles, theories, concepts, methods, and techniques of preserving prehistoric and historic structures.

Historical Background and Context (Historic Structure Report)

A narrative that briefly describes the people and events associated with a historic structure. The section should establish a recommended period or periods of significance if this has not been done in the National Register nomination or historic resource study (HRS)

Historical Integrity

The authenticity of a structure's historic identity, evidenced by the survival of physical characteristics that existed during its prehistoric or historic period; the extent to which a structure retains its historic appearance.

Historical Landscape Architect

Specialist in the science and art of landscape architecture with advanced training in the principles, theories, concepts, methods, and techniques of preserving cultural landscapes.

Historical Significance

The meaning or value ascribed to a structure, landscape, object, or site based on the National Register criteria for evaluation. It normally stems from a combination of association and integrity.

History

Study of the past through written records, oral history, and material culture. Evidence from these is compared, judged for veracity, placed in chronological or topical sequence, and interpreted in light of preceding, contemporary, and subsequent events.

I**Identification**

Process through which cultural resources are made known.

Impact

The likely effects of an action or proposed action upon specific natural, cultural, or socioeconomic resources. Impacts may be direct, indirect, cumulative, beneficial, or adverse. Severe impacts that harm the integrity of park resources or values are known as “impairments.”

Impairment

An impact so severe that, in the professional judgment of a responsible NPS manager, it would harm the integrity of park resources or values and violate the 1916 NPS Organic Act.

Implementation Plan

A plan that tiers off the GMP and tells how to accomplish one of more of the desired resource conditions or visitor experiences. Implementation plans can be specific resource protection plans or plans like construction documents.

Incremental Treatment (Historic Structure Report)

Treatment of a structure may be phased over several years or funding cycles. It is possible to realize the ultimate treatment over time by addressing a structure’s components incrementally. For example, restoring the roof one year and reconstructing shutters the following year. Addressing one feature such as window rehabilitation or one management issue such as universal accessibility requires a clear understanding of the entire structure. Except for preservation, at minimum, a comprehensive Part 1 of an HSR and a feature- or project-specific Part 2 should be completed prior to any incremental treatment. Ultimate treatment, or the desired final effect, must be identified prior to conducting any phased or incremental treatments.

Indefinite-Delivery Contract

A contract that may be used to acquire supplies and/or services when the exact times and/or exact quantities of future deliveries are not known at the time of contract award. There are three types: definite quantity; requirements; and indefinite quantity. (FAR 16.501-2(a))

Indefinite-Quantity Contract

An indefinite-delivery contract that provides for an indefinite quantity, within stated limits (minimum and maximum), of supplies or services to be furnished during a fixed period, with deliveries or performance to be scheduled by placing orders with the contractor. (FAR 16.504(a))

Indian

Any person who is a member of any Indian tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs (BIA) and any Native as defined in the Alaska Native Claims Settlement Act. (FAR 26.101)

Indian Organization

The governing body of any Indian tribe or entity established or recognized by the governing body of an Indian tribe. (FAR 26.101)

Indian Tribe

Any Indian tribe, band, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from Bureau of Indian Affairs (BIA). (FAR 26.101)

Inherently Governmental Function

A function that is so intimately related to the public interest as to mandate performance by the Government. Such functions include activities that require either the exercise of discretion in applying Government authority (i.e., the act of governing) or the making of value judgments related to Government monetary transactions and entitlements. (FAR 7.501)

In-kind

The replacement of historic fabric with new material that matches the historic detail, configuration, appearance and fabric as closely as humanly possible.

Inspection

Examining and testing supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether they conform to contract requirements. (FAR 46.101)

Integrated Pest Management (IPM)

A decision-making process that coordinates knowledge of pest biology, the environment, and available technology to prevent unacceptable levels of pest damage, by cost-effective means, while posing the least possible hazard to people, resources, and the environment.

Integrity

The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during its historic or prehistoric period; the extent to which a property retains its historic appearance.

Interdisciplinary Team (IDT)

Project team that includes designers (architects, engineers, landscape architects), planners, resource/compliance specialists, editors, visual information specialists, and resource specialists; IDT may be composed of any combination of NPS park, regional, and/or DSC employees and A/E or other private enterprise employees.

Interested Party

1. A prime contractor or an actual or prospective offeror whose direct economic interest would be affected by the award of a subcontract or by the failure to award a subcontract. (FAR 26.101)
2. For the purpose of filing a protest, an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract. (FAR 33.101)

Interpretation

Communication of the historic and cultural values of a historic structure to a visitor through a variety of media.

Interpretive Prospectus (IP)

Identifies specific interpretive themes and objectives. It contains recommendations on appropriate media for interpretive exhibits.

Inventory

A list of cultural resources, usually of a given type and/or in a given area.

Invoice

A contractor's bill or written request for payment under the contract for supplies delivered or services performed. (FAR 32.902)

Invoice Payment

A Government disbursement of monies to a contractor under a contract or other authorization for supplies or services accepted by the Government. This includes payments for partial deliveries that have been accepted by the Government and final cost or fee payments where amounts owed have been settled between the Government and the contractor. Invoice payments also include all payments made under the Payments Under Fixed-Price Construction Contracts clause or the Payments Under Fixed-Price Architect-Engineer Contracts clause. Invoice payments do not include contract financing payments. (FAR 32.902)

L

Landscape Characteristics

The tangible and intangible characteristics of a landscape that define and characterize the landscape and that, individually and collectively gives a landscape its character and aid in understanding its cultural value.

Latent Defect

A defect which exists at the time of acceptance but cannot be discovered by a reasonable inspection. (FAR 46.101)

Leadership in Energy and Environmental Design (LEED™)

The United States Green Building Council's LEED™ Green Building Rating System is a proprietary program that evaluates environmental performance from a "whole building" perspective over a building's life cycle, providing a definitive standard for what constitutes a "green building". LEED™ is based on accepted energy and environmental principles and strikes a balance between known effective practices and emerging concepts. LEED™ is a self-certifying system designed for rating new and existing buildings.

LEED™ Project Checklist

A summary of the LEED™ evaluation using the checklist provided by the United States Green Building Council.

Letter Contract

A written preliminary contractual instrument that authorizes the contractor to begin immediately manufacturing supplies or performing services. (FAR 16.603-1)

Levels of Documentary Research (Historic Structure Report)

- **Exhaustive** – means research employing all published and documentary sources of known or presumed relevance, interviewing all knowledgeable persons regardless of location, and thoroughly analyzing and presenting findings from all data of direct and indirect relevance.
- **Thorough** – means research in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data, interviewing all knowledgeable persons who are readily available, and presenting findings in no greater detail than required by the project agreement.
- **Limited** – means research in available published sources, usually of a secondary character; research in documentary sources if easily accessible and known to be of high yield; brief interviews of readily available persons to answer specific questions; and a report in no greater detail than directly required by the scope in the project agreement.

Levels of Physical Investigation (Historic Structure Report)

Physical investigations can include three parts: recordation of physical evidence to interpret evolution of building construction and integrity, feature inventory, and condition assessment (which includes causes of deterioration). The need for any of the three should be explicitly defined in the scope of work.

- **Exhaustive** – means investigating all features, with destructive investigation as necessary, to establish as exactly as possible all recoverable detail. This level of investigation is usually in response to a restoration or reconstruction management objective. NPS encourages non-destructive evaluation techniques and limited destructive investigations. A detailed feature inventory and a condition assessment most likely would be included in an exhaustive physical investigation.
- **Thorough** – means nondestructive investigation using all appropriate technical means. This level of investigation is usually in response to a preservation management objective. A complete but not overly detailed feature inventory and condition assessment might be included in a thorough physical investigation.
- **Limited** – means nondestructive investigation for specific materials. This level of investigation is usually in response to a management objective regarding a feature. Therefore it may not include a complete feature inventory or condition assessment. A limited physical investigation also might be used when recording an ancillary structure to an ensemble of structures on a property where only the main building retains primary significance.

The minimal level of investigation required for incremental research is a clear understanding of the period(s) of significance, a limited level of documentation for the overall structure, a limited level of physical investigation of the feature, and identification of all character-defining features for the entire structure.

Life Cycle Costing (Analysis)

An accounting method that analyzes the total costs of a product or service, including construction, maintenance, manufacturing, marketing, distribution, useful life, salvage, and disposal.

Line-Item Construction (LIC)

The list of construction projects that are appropriated funds by project name each budget year. The list is made up of NPS requested and congressionally requested projects.

Liquidated Damages

A stipulation in a contract on monetary amount that must be paid by the contractor if the contractor fails to deliver supplies or perform services as specified in the contract or any modification. Payments are in lieu of actual damages related to the failure. The rate (e.g., dollars per day of delay) is fixed in the contract and must be reasonable considering probable actual (not punitive) damages related to any failure in contract performance. (FAR 11.502(b) and 52.211-11(a))

List of Classified Structures (LCS)

The primary computerized database containing information about historic and prehistoric structures in which the NPS has or plans to acquire any legal interest. Properties included in the LCS are either in or eligible for the National Register or are to be treated as cultural resources by law, policy, or decision reached through the planning process even though they do not meet all National Register requirements.

Location

The place where the historic structure was constructed or the place where the historic event occurred.

Location Factors

Location Factors consist of the [Published Location Factor](#), the [Remoteness Factor](#), and the [Federal Wage Rate Factor](#). These factors can greatly influence the cost of labor, equipment and material.

M

Management Prescriptions

A planning term referring to statements about desired resource conditions and visitor experiences, along with appropriate kinds and levels of management, use, and development for each park area.

Manuscript Collection

A group of textual, electronic, sound, or visual documents assembled most commonly for its historic or literary value.

Material

The physical elements that were combined or deposited to form a structure. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a structure following its historic period(s).

Measured Drawings (Historic Structure Report)

Drawings depicting existing conditions or other relevant features of historic structures. Measured drawings are usually produced in CAD and plotted on archivally stable material, such as polyester film.

MOA (Memorandum of Agreement)

Under section 106 of the National Historic Preservation Act, a memorandum of agreement (MOA) is the document that records the terms and conditions agreed upon to resolve the adverse effects of an undertaking upon historic properties. A MOA is usually negotiated and signed by the park superintendent and respective state or tribal historic preservation officer and, if necessary, the Advisory Council on Historic Preservation.

Mitigation

Modification of a proposal to lessen the intensity of its impact on a particular resource.

Modification

A minor change in the details of a provision or clause that is specifically authorized by the FAR and does not alter the substance of the provision or clause. (FAR 52.101)

See contract modification.

Multi-Year Contract

A contract for the purchase of supplies or services for more than one, but not more than five, program years. A multi-year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the contractor if appropriations are not made. The key distinguishing difference between multi-year contracts and multiple year contracts is that multi-year contracts, buy more than one year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first. (FAR 17.103)

N**National Academy of Public Administration (NAPA)**

The National Academy of Public Administration is an organization dedicated to improving the performance of governance systems-the network of public institutions, nonprofit organizations, and private companies that now share in the implementation of public policy. As an independent, nonprofit organization chartered by Congress, the Academy responds to specific requests from public agencies and non-government organizations. The Academy also promotes discourse on emerging trends in governance through its Standing Panels and with external funding.

National Historic Landmark (NHL)

A district, site, building, structure, or object of national historical significance, designated by the Secretary of the Interior under authority of the Historic Sites Act of 1935 and entered in the National Register of Historic Places.

National Register of Historic Places

The comprehensive list of districts, sites, buildings, structures, and objects of national, regional, state, and local significance in American history, architecture, archeology, engineering, and culture kept by the NPS under authority of the National Historic Preservation Act of 1966.

Native Americans

Includes American Indians, Alaskan natives, native peoples of the Caribbean, native Hawaiians, and other native Pacific islanders.

National Environmental Policy Act of 1969 (NEPA)

NEPA requires federal agencies to prepare in-depth, objective analysis of a proposed action to determine the degree of its environmental impact on the natural and physical environment; alternatives and mitigation that reduce that impact; and the full and candid presentation of the analysis to, and involvement of, the interested and affected public.

National Leadership Council (NLC)

An NPS leadership group composed of the Director, Deputy Directors, Associate Directors, and Regional Directors.

National Pollutant Discharge Elimination System (NPDES) Permit

The Clean Water Act prohibits the discharge of "pollutants" through a "point source" into "waters of the United States" without an NPDES permit. Point sources are discrete conveyances such as pipes or man-made ditches. Individual homes that are connected to a municipal system, use a septic system, or do not have a surface discharge do not need an NPDES permit; however, industrial, municipal, and other facilities must obtain permits if their discharges go directly to surface waters.

The term "waters of the United States" is defined very broadly in the Clean Water Act and 25 years of subsequent litigation. It means navigable waters, tributaries to navigable waters, interstate waters, the oceans out to 200 miles, and intrastate waters which are used by interstate travelers for recreation or other purposes, as a source of fish or shellfish sold in interstate commerce, or for industrial purposes by industries engaged in interstate commerce.

The NPDES permit specifies limits on what can be discharged, monitoring and reporting requirements, and other provisions to ensure that the discharge does not adversely affect water quality or people's health. NPDES permits are issued by states that

have obtained EPA approval to issue permits or by EPA Regions in states without such approval. For more information, go to the Environmental Protection Agency's website at <http://cfpub.epa.gov/npdes>.

Negotiations

Exchanges, in either a competitive or sole source environment, between the Government and offerors, that are undertaken with the intent of allowing the offeror to revise its proposal. (FAR 15.306(d))

Net Construction Cost

The Net Construction Cost for a project includes:

- 1) Direct Construction Costs - the estimated cost of all labor, equipment and materials required for construction of the proposed project (the bricks and mortar).
- 2) Mark-ups which include:
 - a) Location Factor
 - b) Design Contingency: This relates to the accuracy of the definition of scope of work. Early in planning (Class C) this markup is typically 30% to 15%. This amount should disappear after preparation of construction documents (Class A).
 - c) General Conditions: Everything the construction contractor is required by contract to provide or perform in excess and in order to provide contracted work, usually found in the boilerplate and Division 1 of construction specifications (e.g., submittals, permits, mobilization /demobilization, construction facilities, surveying, etc.).
 - d) Overhead and Profit

New Area Study

See Special Resource Study.

NHPA

National Historic Preservation Act

Nondestructive Investigation

A physical examination technique which does not negatively impact a historic structure or its historic architectural elements. No demolition, even limited demolition, occurs when this technique is used; only readily-accessible elements are examined

Notice of Award

In construction, a notice to the contractor of contract award that includes:

- Identification of the invitation for bids;
- Identification of the contractor's bid;
- The award price;
- Advice to the contractor that any required payment and performance bonds must be promptly executed and returned to the Contracting Officer;
- The date of commencement of work, or advise that a notice to proceed will be issued. (FAR 36.213-4)

Notice of Termination

A written notice to the contractor that the contract is being terminated for convenience or default. (FAR 49.102(a))

Notice to Proceed (NTP)

A written notice from the government to the contractor authorizing the work to proceed on a specified date. NTP is the contractual beginning of the performance period.

Novation Agreement

A legal instrument:

- a. Executed by the:
 - (1) Contractor (transferor),
 - (2) Successor in interest (transferee), and

(3) Government;

b. By which, among other things, the transferor guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets. (FAR 42.1201)

O

Operation and Maintenance (O&M) Manuals

A compilation of manufacturers' information, literature, and operational and maintenance data; includes warranties/guarantees and extended warranties.

Option

A bid item or series of bid items that may be added to the contract during the award phase or after award (within a time frame specified in the contract). This may take the form of new work or alternative materials from those covered in the base bid.

Organic Act (NPS)

The 1916 law (and subsequent amendments) that created the National Park Service and assigned it responsibility to manage the national parks.

Outline Specifications

Based on definitions from the AIA Handbook and the CSI Manual of Practice, an outline specification is an itemized list, using brief, concise statements, of significant materials, systems, and equipment and their criteria and levels of quality. Also, any criteria having a special cost impact would be indicated.

Overhead & Profit

Overhead is the cost that a contractor has for staying in business. A general contractor has expenses not directly related to the construction of a project, but vital to the contractor's business operations. These include fixed overhead (Federal and State Unemployment costs, Social Security Tax, Builder's Risk Insurance and Public Liability Costs) and variable overhead (Worker's Compensation Insurance, Main Office Overhead, etc.).

Profit is the just reward for the effort and risk a contractor undertakes to produce a project. The amount varies depending on the size of the job and yearly in a contractor's annual billing. Typically, construction contractors take more profit on a smaller job and consideration should be given to the fact that the installing contractor(s) (sub-contractors) will also charge both overhead and profit on a project.

P

Paleontological/Paleoecological Resources

Resources such as fossilized plants, animals, or their traces, including both organic and mineralized remains in body or trace form. Paleontological resources are studied and managed in their paleoecological context (that is, the geologic data associated with the fossil that provides information about the ancient environment).

Park Staff

Employees of the National Park Service who typically reside in or near a National Park or Monument

Partial Payments

Payments for accepted supplies and services that are only a part of the contract requirements are authorized under law. Office of Management and Budget Circular A-125, Prompt Payment, requires agencies to pay for partial delivery of supplies or partial performance of services unless specifically prohibited by the contract. Although partial payments generally are treated as a method of payment and not as a method of contract financing, using partial payments can assist contractors to participate in Government contracts without, or with minimal, contract financing. (FAR 32.102(d))

Partial Set-Aside for Small Business

Also referred to as a partial small business set-aside. A portion of an acquisition restricted for participation by small business concerns. (FAR 19.502-3(a))

Partial Small Business Set-Aside

See partial set-aside for small business.

Partial Termination

The termination of a part, but not all, of the work that has not been completed and accepted under a contract. (FAR 49.001)

Partnering

The process of establishing working relationships among all parties involved in the project through a mutually-developed, formal strategy of commitment and open and free communication.

Patent Defect

Any defect which exists at the time of acceptance and is not a latent defect. (FAR 46.101)

Payment Bond

A bond that assures payments as required by law to all persons supplying labor or material in the prosecution of the work provided for in the contract. (FAR 28.001)

Performance Bond

A bond that secures performance and fulfillment of the contractor's obligations under the contract. (FAR 8.001(f))

Performance-Based Contracting

Also referred to as performance-based service contracting. Structuring all aspects of an acquisition around the purpose of the work to be performed as opposed to either the manner by which the work is to be performed or broad and imprecise statements of work. (FAR 37.101)

Performance-Based Contracts

A service contract that:

- a. Describes requirements in terms of results required rather than the methods of performance of the work;
- b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans;
- c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements; and
- d. Includes performance incentives where appropriate. (FAR 37.601)

Performance-Based Payments

Contract financing payments made on the basis of:

- a. Performance measured by objective, quantifiable methods;
- b. Accomplishment of defined events; or
- c. Other quantifiable measures of results. (FAR 32.102(f))

Period Illustration

A historic document that graphically depicts the appearance of a historic structure at a certain period through different mediums such as, line drawings, watercolors, engravings, and wood-cuts.

Period of Significance

The span of time in which a property attained the significance for which it meets the National Register Criteria.

Physical Description (Historic Structure Report)

A narrative that contains a systematic accounting of all features, materials, and spaces according to age, significance, and condition. Copies of computer-generated inspection reports should be included in the appendix but summarized in the body of the chapter. The narrative should also discuss causes of deterioration and structural inadequacy

Physical Evidence

A tangible, visible evidence resulting from materials analysis.

Power of Attorney

The authority given one person or corporation to act for and obligate another, as specified in the instrument creating the power; in corporate suretyship, an instrument under seal which appoints an attorney-in-fact to act in behalf of a surety company in signing bonds. See also attorney-in-fact. (FAR 28.001)

PR&P

Park Roads and Parkways

Pre-authorization Study

This study reviews the significance and suitability of resources within a regional and national context leading to park designation as well as analyzes the feasibility of supporting site management.

Prebid Conference

A meeting used, generally in complex acquisitions, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the invitation for bids (IFB) has been issued and before the bids are opened. It must never be used as a substitute for amending a defective or ambiguous invitation for bids. (FAR 14.207)

Preconstruction Conference

An orientation meeting between representatives of the Government and a successful construction contract offeror before the start of construction at the work site (FAR 36.212)

Preconstruction Letter

An orientation letter or other written communication from the Contracting Officer to a successful construction contract offeror prior to the start of construction at the worksite. (FAR 36.212)

Predesign (PD)

In general, Predesign consists of the Project Program that has two integrated components, a narrative list of functions and a Site Analysis. Included are specific ideas of what functions should be included (or excluded), how they should be used, and how other functions should relate. This applies to new construction, rehabilitation projects, utility and site projects, adaptive use of historic structures and cultural landscape treatments.

Specific to the National Park Service, a building and site program evolves from previous analysis documented in the PMIS and Facility Planning Model, Historic Structure Report, and Cultural Landscape Report that shall be incorporated when provided. A Site Analysis is performed using the Site Analysis checklist.

Tools:

- Programmatic workshops and interviews
- Preliminary site investigations
- Bubble Diagrams and or Matrices
- Sketches
- Narrative
- Photographs

Preferred Alternative

Schematic Design alternative that is chosen through the value-based decision-making process (see Value Analysis)

Prehistoric Structure

A structure constructed in the period before recorded history.

Preservation

The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Preservation Maintenance

Action to mitigate wear and deterioration of a historic property without altering its historic character. Action includes protecting its condition, repairing when its condition warrants with the least degree of intervention including limited

replacement in-kind, replacing an entire feature in-kind when the level of deterioration or damage or materials precludes repair, and stabilization to protect damaged materials or features from additional damage. For archeological sites it includes work to moderate, prevent, or arrest erosion.

PRES

Parkwide Road Engineering Studies

Presolicitation Notice

1. A notice sent to concerns on the solicitation mailing list, in lieu of initially forwarding complete bid sets. Use is at the discretion of the Contracting Officer, but is particularly suitable when invitations for bids and solicitation mailing lists are lengthy. It must:
 - a. Specify the final date for receipt of requests for a complete bid set;
 - b. Briefly describe the requirement and furnish other essential information to enable concerns to determine whether they have an interest in the invitation; and
 - c. Notify concerns that, if no bid is to be submitted, they should advise the issuing office in writing if future invitations are desired for the type of supplies or services involved. Drawings, plans, and specifications normally will not be furnished with the presolicitation notice. The return date of the notice must be sufficiently in advance of the mailing date of the invitation for bids to permit an accurate estimate of the number of bid sets required. Bid sets must be sent to concerns that request them in response to the notice. (FAR 14.205-4(c))
2. A notice sent to prospective bidders about a construction requirement sufficiently in advance of the invitation for bids to stimulate the interest of the greatest number of prospective bidders. Such notices must:
 - a. Describe the proposed work in sufficient detail to disclose the nature and volume of work (in terms of physical characteristics and estimated price range);
 - b. State the location of the work;
 - c. Include tentative dates for issuing invitations, opening bids, and completing contract performance;
 - d. State where plans will be available for inspection without charge;
 - e. Specify a date by which requests for the invitation for bids should be submitted;
 - f. Notify recipients that if they do not submit a bid they should advise the issuing office as to whether they want to receive future presolicitation notices;
 - g. State whether award is restricted to small businesses;
 - h. Specify any amount to be charged for solicitation documents; and
 - i. Be publicized in the Commerce Business Daily. (FAR 36.213-2)

Prime Contract

1. A contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind. (FAR 3.502-1)
2. A contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind. (FAR 52.203-7(a))

Prime Contractor

1. A person who has entered into a prime contract with the United States. (FAR 3.502-1)
2. Any person who holds, or has held, a Government contract subject to E.O. 11246. (FAR 22.801)
3. A person who has entered into a prime contract with the United States. (FAR 52.203-7(a))

Procurement Technician (PT)

Performs clerical and technical work that supports procurement of supplies, services, and/or construction.

Product File

- Product literature for products proposed for use
- Alternative products and material samples
- Product file comprised of preferred/selected material samples and literature from all disciplines
- Performance evaluation of materials and equipment in conjunction with value-based cost decisions
- Final data, cut sheets, and product information by discipline is kept in the project product file

Program Manager

The person responsible for program plans, funding, schedules, and timely completion within cost limitations. Planning responsibilities include developing acquisition strategies and promoting full and open competition.

Programmatic Accessibility

Section 504 of the Rehabilitation Act of 1973 expanded access for people with disabilities. "No otherwise qualified individual...shall be excluded from or be denied the benefits of...any program or activity." Programs are many things: activities, education, publications, and interpretation/exhibits.

Programmatic Agreement

A document in the section 106 process that records the terms and conditions agreed upon

- when effects on historic properties are similar and repetitive or are multi-State or regional in scope;
- when effects on historic properties cannot be fully determined prior to approval of an undertaking;
- when nonfederal parties are delegated major decision-making responsibilities;
- where routine management activities are undertaken at Federal installations, facilities, or other land-management units;
- where other circumstances warrant a departure from the normal section 106 process.

Programmatic Exclusion

Specific types of non-adverse effect undertakings that can be reviewed for Section 106 purposes by NPS park personnel without further review by ACHP or SHPO.

Project Agreement (PA)

A document that is developed at the beginning of the project that defines the scope and schedule, as well as mechanism for modifications. The agreement is signed by all shareholders.

Project Inspector or Supervisor / Construction Inspector

See Construction Inspector

Project Management

The project management process encompasses these tasks:

- Assembling a project team with the expertise necessary to execute the project
- Establishing the technical objectives
- Planning the project
- Managing changes to the scope
- Controlling the undertaking so that it is completed "on schedule and within budget."

Project Manager (PM)

The person responsible for program plans, funding, schedules, and timely completion within cost limitations. Planning responsibilities include developing acquisition strategies and promoting full and open competition. The Project Managers are the primary Contracting Officer Representatives (CORs) and may delegate alternate COR responsibilities to the Project Specialists.

Project Management Information System (PMIS)

A service wide intranet application within the National Park Service (NPS) to manage information about requests for project funding. It enables parks and NPS offices to submit project proposals to be reviewed, approved and prioritized at park units, regional directorates, and the Washington Office (WASO). PMIS is a centralized web-based relational database management system (RDBMS) hosted and maintained at the Information and Telecommunications Center (ITC) in WASO.

In response to a budget call for a particular NPS program for a specific fiscal year (FY), project proposals are submitted, reviewed, approved, prioritized and then formulated under an available funding source by utilizing PMIS. During formulation

process for a budget call, a program manager at WASO or a budget officer at a regional directorate determines which project funding requests meet the eligibility criteria for the call to be considered as part of the NPS Budget for a specific FY

PMIS Project Statement

The statement resulting from the budget call process that includes a project description, justification, amount of funds requested, and a Class C Estimate.

PMIS Construction Class C Cost Estimate

The conceptual construction cost estimate that is part of the PMIS Project Statement.

Project Planning and Compliance (PPC)

Provides a conceptual project program, resource assessments, development alternatives, public involvement, and NEPA documentation for projects over \$500,000. The project planning and compliance phase bridges the gap between planning and design. Early evaluation of project scope, natural and cultural resource impacts, design alternatives, and cost allows appropriate resource assessments, surveys, cost analyses and site planning to take place before beginning pre-design. Assessing projects at this stage (2 to 4 years from construction) allows the project scope and cost estimate to be adjusted, leading to projects that can be built on schedule and in budget. Project planning and compliance is the first phase of the design process, providing the conceptual project program, resource assessments, development alternatives, public involvement, and NEPA documentation that ultimately translates into good design.

A 5-page report submitted to the Development Advisory Board (DAB). The Project Review Report provides information to WASO Construction Program Management staff, members of the Servicewide Development Advisory Board, and the non-NPS Advisers to the Director for their review of major construction projects, usually following schematic design. The report form is an MS Word file that 1) outlines the current proposed scope and cost of the project; 2) compares it to the original proposed scope and cost as well as to the comparable unit costs of similar facilities constructed by others; 3) describes alternatives considered including mandatory alternatives that are 90% and 75% of the original cost estimate; and 4) analyzes and explains the rationale for any changes. Required attachments include a Class B estimate (based on quantities rather than unit costs of comparable facilities), copies of any value analyses conducted during schematic design or pre-design, and a copy of the checklist from the USGBC Leadership in Energy and Environmental Design (LEED™) rating system showing the sustainable features to be included in any new building or major building rehabilitation projects. Other typical attachments include park brochures and graphics that provide an overview of the project, its location in the park, and a site plan showing project work.

Project Program

The Project Program includes a [Site Analysis](#), a [Site Program](#), and an [Architectural Program](#). (If the project does not include a building or structure, an Architectural Program may not be required. Conversely, if the project is strictly a building, with no site components, a Site Analysis and Site Program may not be required.)

Project Resource Coordinator

The Resource Coordinator is assigned to a Denver Service Center branch with a regional geographic focus and will function as a project manager on specific projects and provide first line supervision to the project specialists.

Project Specialist (PS)

Project Specialists are responsible for the day-to-day management of A/E services, construction management services, and construction contractor activities under the direction of the PM. In parks with multiple projects, a PM may direct several project specialists. Project specialists may also serve as Alternate CORs

Prompt Payment

The Government has strict policies on making invoice payments to contractors. Most payments are due the 30th day after the designated billing office has received a proper invoice from the contractor or the 30th day after Government acceptance of supplies delivered or services performed by the contract, whichever is later. Agencies must pay an interest penalty, without request from the contractor, for late invoice payments or improperly taken discounts. (FAR 32.903 and 32.905)

Protection

Action to safeguard a historic structure by defending or guarding it from further deterioration, loss, or attack or shielding it from danger or injury. Such action is generally of a temporary nature and anticipates future preservation treatment. Protection in its broadest sense also includes long-term efforts to deter or prevent vandalism, theft, arson, and other criminal acts against cultural resources.

Protest

Also referred to as a bid protest or protest against award. A written objection by an interested party to any of the following:

- a. A solicitation or other request by an agency for offers for a contract for the procurement of property or services;
- b. The cancellation of the solicitation or other request;
- c. An award or proposed award of the contract; or
- d. A termination or cancellation of an award of the contract, if the written objection contains an allegation that the termination or cancellation is based in whole or in part on improprieties concerning the award of the contract. (FAR 33.101)

Protest After Award

A protest filed before contract award.

Protest Against Award

See protest.

Protest Before Award

A protest filed before contract award.

PS&E

Plans, Specifications, and Estimate

Public and Agency Scoping

External scoping is the early involvement of any interested and affected agencies or the public, to determine the scope or range of issues to be addressed and for identifying any significant issues related to a proposed action.

Public Involvement

The public is involved in planning and decision-making to ensure that the National Park Service fully understands and consider the public's interests in the parks as part of their national heritage, cultural traditions, and community surroundings. (Director's Order 2, May 1998)

Public Meetings

The Council on Environmental Quality regulations implementing the National Environmental Policy Act (NEPA) direct federal agencies to engage in a public scoping process, because public involvement is the cornerstone of decision-making in NEPA and ensuring that the public voice is heard and understood is the key to successful decisions. The scoping process identifies public and agency concerns; clearly defines the environmental issues to be examined and eliminates nonsignificant issues; and identifies state and local agency requirements which must be addressed. Effective scoping ensures that public concerns are identified early and properly studied, that issues of little significance do not consume time and effort, and that the NEPA process is thorough and balanced.

The manner in which public input is sought is left to the discretion of the agency. The scoping format may be a workshop, meeting, hearing, or other option. Public meetings, although often held, are not required. If a public meeting is held, attendees at public meetings must be allowed to express substantive concerns but speakers may be limited to a certain number of minutes to ensure that all who wish to speak are heard in a reasonable amount of time. The meeting should be advertised by a reliable method such as a purchased ad, direct mail, Internet electronic mail, notices posted in local gathering spots, or community or other organizations spreading the word. Press releases announcing the meeting are published or aired at the discretion of the media, and are not considered as reliable or effective as an advertisement.

Published Location Factor

This factor indicates the cost of commercial construction for major commercial centers(cities) and is expressed as a percentage compared to the national average. The approximate range of this factor is from 130 (New York, NY) to 65 (Clarksdale, Mississippi), which indicates that the cost of construction would be 30 percent more in New York City, and 35 percent less in Clarksdale when compared to the national average. There are many published location factors available. As an example, R.S. Means publishes location factors for over 500 U.S cities.

Punch List

An itemized list of construction deficiencies identified during the final inspection that the contractor is required to correct before the client takes possession of the project.

Purchase Order

An offer by the Government to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures. (FAR 13.001)

PWE

Project Work Element

Q**Quality Assurance (QA)**

Ensuring that the delivered products meet the established performance and technical requirements of the project, that design standards are adhered to, that the design conserves the natural and cultural resources, is appropriate for the location, and that the NPS design ethic is maintained.

Quality Control (QC)

The process of ensuring the technical accuracy, completeness, and correctness of the design, cost estimate and all architectural, landscape architectural, and engineering aspects and details, including coordination of all disciplines with each other and with the specifications.

R**Reconstruction**

(1) The act or process of depicting, by means of new work, the form, features, and detailing of a non-surviving historic structure or any part thereof, for the purpose of replicating its appearance at a specific time in its historic location; (2) The resulting structure or part thereof.

Record Drawings

Drawings submitted by a contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract. (FAR 36.102)

RRR (3R)

Resurfacing, Restoration, and Rehabilitation

RRRR (4R)

Resurfacing, Restoration, Rehabilitation, and Reconstruction

Record of Decision (ROD)

The document which is prepared to substantiate a decision based on an analysis (e. g., an EIS). When applicable, it includes a detailed discussion of rationale and reasons for not adopting all mitigation measures analyzed.

Record of Treatment (Historic Structure Report) typically, not prepared by the Denver Service Center

Part 3, the compilation of information that documents the actual treatment of a structure. It includes accounting data, photographs, sketches, and narratives outlining the course of work, conditions encountered and materials used.

Regional Director

The senior-most manager of an NPS regional or support office with signatory authority.

Rehabilitation

The act or process of making possible an efficient compatible use for a historic structure or landscape through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Rehabilitation (Without Expansion or Change of Function)

Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility. Because there is no expansion or change of function the work primarily addresses deferred maintenance.

Release of Claims

A release a contractor provides to the government after completion of the work under the contract. In doing so, the contractor releases the government from any claims, debts, liabilities, etc., as a result of the contract.

Remoteness Factor

The remoteness factor is calculated by factoring in the distance and difficulty of accessing a specific construction site within the NPS from the nearest commercial center. This factor can have a significant effect on the cost of construction. A substantial percentage of national park units are not located in a major city or commercial center, as represented in *published location factors*. Even units such as Statue of Liberty National Monument is considered remote from New York City or Newark, New Jersey, since it is on an island in New York Harbor. (Example: The nearest published location factor to the South Rim of Grand Canyon NP is Flagstaff, Arizona, which is located approximately 85 miles away. This distance will have an effect on the cost of material and labor.)

Repair (Historic Structure Report)

Action taken to correct deteriorated, damaged, or faulty materials or features of a structure.

Request for Information (RFI)

A document used to obtain price, delivery, other market information, or capabilities for planning purposes when the Government does not presently intend to issue a solicitation. (FAR 15.202(e))

Request for Proposals (RFP)

A solicitation for offers under negotiation procedures.

Requirements for Treatment (Historic Structure Report)

This section outlines compliance requirements to applicable laws, and regulations surrounding issues of life safety, fire protection, energy conservation, abatement of hazardous materials, and universal accessibility.

- **Laws, regulations, and codes** – Code analysis of the entire structure is undertaken for the proposed use prior to execution of the ultimate treatment. When incremental treatment is proposed for a feature that is not compliant with codes, a code analysis for that feature should be undertaken and recommendations should be made for meeting the code. When an incremental treatment is proposed involving a change in use, a code analysis should be undertaken and recommendations should be made to make the entire structure code compliant. If a structure cannot be made compliant without loss of integrity, then a reevaluation of the proposed use should be undertaken, and presented in the Alternatives for Treatment section.
- **Functional requirements** – Functional requirements are defined as a structure's programmatic needs or requirements. A structure's requirements are not developed in the HSR, but are provided by park management, through programming. However, the functional requirements are clearly assessed through the application of the Secretary's Standards and their compatibility is articulated in an HSR

Residential Construction

The construction, alteration, or repair of single family houses or apartment buildings of no more than four (4) stories in height, and typically includes incidental items such as site work, parking areas, utilities, streets and sidewalks, unless there is an established area practice to the contrary. (FAR 22.404-2(c)(2))

Resource Conservation and Recovery Act (RCRA)

Addresses issues with solid waste such as materials that are present in landfills.

The Resource Conservation and Recovery Act (RCRA), Section 6002, and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA-designated products is available at <http://www.epa.gov/cpg>. A/E firms and their consultants are required to be familiar with EPA's guidelines by developing specifications utilizing EPA's minimum recycled content standards. If products specified by the A/E under this task order do not meet EPA's guidelines, the A/E must prepare written justifications in accordance with FAR 23.405(c)

Restoration

(1) The act or process of accurately depicting the form, features, and character of a historic structure as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period; (2) the resulting structure.

Retainage

A percentage of a progress payment withheld based on unsatisfactory contract progress under a construction contract. The percentage withheld must not exceed 10 percent of the approved estimated amount of progress under the terms of the contract and may be adjusted as the contract approaches completion to recognize better than expected performance, the ability to rely on alternative safeguards, and other factors. Upon contract completion of all contract requirements, retained amounts must be paid promptly. (FAR 32.103)

Risk Analysis

A technique to identify and assess factors that may jeopardize the success of a project or achieving a goal. This technique also helps define preventive measures to reduce the probability of these factors from occurring and identify countermeasures to successfully deal with these constraints when they develop. [GAO]

S**Scale**

The proportion used in determining the relationship of a representation to that which it represents. To draw or reproduce in accordance with a particular proportion or scale.

Schematic Design (SD)

In general, Schematic Design is the process of transforming information from the Predesign phase into drawings, and other presentation media, that illustrate the scale and relationship of project components. As the design evolves, and the project comes to life, additional questions or new ideas will generate alternatives. Schematic sketches capture the essence of the design in plans, elevations, sections and perspectives. This is a critical phase for studying and resolving important design issues.

Specific to the National Park Service, Schematic Design is used to verify and clarify the technical and spatial assumptions made in the Project Program. The schematic design also carries the project to the level of detail required to identify any critical issues not covered in pre-design. A presentation of the preferred schematic alternative is prepared for the DAB (Development Advisory Board) just prior to completion of the Schematic Design phase. Comments from the DAB are then incorporated into the final Schematic Design.

Tools:

- Perspective presentation drawings
- Physical and computer image models
- Digital and Film photography
- Microsoft PowerPoint slides
- Computer Printers and Plotters

Schematic Design Alternatives

Schematic Design Alternatives are differing schematic design approaches applied to the same programmatic requirements or objectives. Most of this level of work is executed by architects and landscape architects, requiring only conceptual engineering consultation. Schematic Design Alternatives are prepared prior to the Value Analysis. The preferred alternative is then selected using a Value Based Decision-Making process.

Tools:

- Hand drawn presentation media
- Study models
- Digital and Film photography
- Microsoft PowerPoint slides

Schematic Design Drawings

Schematic Design Drawings are typically quick, free-hand, artistic sketches using various graphic media that can range anywhere from trace and pencil to presentation board with color photo-real computer simulations. Graphics are diagrammatic, not always to scale, illustrating preliminary building and site designs.

Schematic Design Preferred Alternative

The preferred design alternative, as selected by the NPS in the Value Analysis Study, to be further developed.

Scoping

A component under project initiation. During the scoping trip, the project manager coordinates with the park, region, and the Denver Service Center Planning Design Services (PDS) to establish the scoping team. The project manager and park coordinate the scoping trip and develop the draft project agreement.

Scoping Meeting

Meeting held between lead designers, project manager, and key park staff, typically on the site of the project, to determine overall parameters of the proposed undertaking.

Scope of Services (SOSs)

Outline of AE contract services required.

Scope and Budget Consistency Reviews

The ongoing processes utilized by the design and construction teams to ensure that the evolving design and design details are consistent with the approved Project Program, and within the available construction funds.

Sealed Bidding

A method of contracting that employs competitive bids, public bid opening, and awards. Award is made to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Government consider only price and price-related factors included in the invitation. (FAR 14.101)

Section 106

Section 106 of the National Historic Preservation Act of 1966, which requires federal agencies to take into account the effects of their proposed undertakings on properties included or eligible for inclusion in the National Register of Historic Places and give the Advisory Council on Historic Preservation a reasonable opportunity to comment on the proposed undertakings.

Section 404

Under Section 404 of the Clean Water Act, the U.S. Army Corps of Engineers issues permits for activities that result in the discharge of dredged or fill material into "waters of the United States," including wetlands. Regulated activities range from depositing fill for building pads or roads to discharges associated with land-clearing.

The term "waters of the United States" is defined very broadly. It means navigable waters, tributaries to navigable waters, interstate waters, the oceans out to 200 miles, and intrastate waters which are used by interstate travelers for recreation or other purposes, as a source of fish or shellfish sold in interstate commerce, or for industrial purposes by industries engaged in interstate commerce.

The U.S. Army Corps of Engineers administers the day-to-day Section 404 program, including individual permit decisions and jurisdictional determinations, developing policy and guidance, and enforcing Section 404 provisions. An individual Section 404 permit is usually required for actions resulting in potentially significant impacts. However, for most discharges that will have only minimal adverse effects, the Army Corps of Engineers often grants general permits. These may be issued on a nationwide, regional, or state basis for particular categories of activities (for example, minor road crossings, utility line backfill, and bedding) as a means to expedite the permitting process.

Service Contract

1. Any Government contract, the principal purpose of which is to furnish services in the United States through the use of service employees, except as exempted under Section 7 of the Service Contract Act, or any subcontract at any tier thereunder. (FAR 22.1001)
2. A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a nonpersonal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis. Some of the areas in which service contracts are found include the following:
 - a. Maintenance, overhaul, repair, servicing, rehabilitation, salvage, modernization, or modification of supplies, systems, or equipment;
 - b. Routine recurring maintenance of real property;
 - c. Housekeeping and base services;
 - d. Advisory and assistance services;
 - e. Operation of Government-owned equipment facilities, and systems;
 - f. Communications services;
 - g. Architect-Engineering;

- h. Transportation and related services; and
- i. Research and development. (FAR 37.101)

Service Contract Act

The Service Contract Act of 1965, as amended. It requires that service contracts over \$2,500 contain mandatory provisions regarding minimum wages and fringe benefits, safe and sanitary working conditions, notification to employees of the minimum allowable compensation, and equivalent Federal employee classifications and wage rates. (FAR 22.1001 and 22.1002-1)

Set-Aside for Small Business

The reserving of an acquisition exclusively for participation by small business concerns. A set-aside may be open to all small businesses. A set-aside of a single acquisition or a class of acquisitions may be total or partial. (FAR 19.501(a))

Setting

The physical environment of a historic property; the character of the place in which the property played its historical role.

Shop Drawings

Drawings submitted by the construction contractor or a subcontractor at any tier or required under a construction contract, showing in detail:

- a. The proposed fabrication and assembly of structural elements;
- b. The installation (i.e., form, fit, and attachment details) of materials or equipment; or
- c. Both. (FAR 36.102)

Signature or Signed

The discrete, verifiable symbol of an individual which, when affixed to a writing with the knowledge and consent of the individual, indicates a present intention to authenticate the writing. This includes electronic symbols. (FAR 2.101)

Significance

See historical significance

Simplified Acquisition Procedures

The methods prescribed in FAR Part 13 for making purchases of supplies or services. (FAR 2.101)

Simplified Acquisition Threshold

\$100,000, except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation or a humanitarian or peacekeeping operation, the term means \$200,000. (FAR 2.101)

Site Analysis

Evaluation of an existing or potential site as it relates to the program, the budget and the schedule for the project. It provides direction for design through developing an understanding of the site and program and serves as a basis for site selection and program development (AIA).

Identification of specific site issues and requirements (all information and data gathered should be included in the Project Program; identify information source for each item) and prepare the Site Analysis (Narrative/graphic format) based on the Site Analysis checklist:

- Topographic Analysis
- Slope Analysis
- Analysis of Physical Features
- Access and Circulation, Traffic and Parking Studies
- Vegetation
- Existing Water Bodies
- Site History
- History of Existing Structures and Landscape
- On-site Utility Studies
- Off-site Utility Studies
- Environmental Studies and Reports
- Climate Studies
- Geotechnical/Soils

- Hydrological Studies, Watershed Modeling Studies
- Project Requirements
- Existing Condition's Assessment, Hazmat Investigation

Site Analysis Checklist

An NPS checklist of requirements for the production of a Site Analysis.(See Deliverables)

Site Character

Site character includes the tangible and intangible aspects of a landscape throughout its history; these aspects individually and collectively give a landscape its character and aid in the understanding of its cultural importance. Landscape characteristics range from large-scale patterns and relationships to site details and materials. The Site Contextual Analysis includes the description of existing and proposed site character:

Description of Existing: Document existing site context, describing the significant characteristics and features of the site based on the site history and existing conditions of the proposed site. Both narrative and images may be used.

Site History gives a historical description of the landscape and all significant characteristics and features. The text is based on research and historical documentation, with enough support material to illustrate the physical character, attributes, features, and materials that contribute to the significance of the landscape. This section identifies and describes the historical context and the period or periods of significance associated with the landscape.

Existing Conditions describes the landscape as it currently exists, including the documentation of such landscape characteristics as land use, vegetation, circulation, and structures. It is based on both site research and site surveys, including on-the-ground observation and documentation of significant features.

Description of Proposed: Document the significant characteristics and features of the proposed site concept based on analysis of the existing site character to determine the key elements that define the site. Site Character Analyses already documented in Historic Structure Reports (HSRs), Cultural Landscape Reports (CLRs), and Design Guidelines may be referenced, but shall be made current with the proposed undertaking.

Significant Site Characteristics and Features: (may be documented in the site analysis or the contextual analysis)

Topography

Three-dimensional configuration of the landscape surface characterized by features and orientation.

Circulation

Spaces, features, and materials that constitute systems of movement.

Archeological Sites

Sites containing surface and subsurface remnants related to historic or prehistoric land use.

Natural Systems and Features

Natural aspects that often influence development and resultant form of a landscape.

Vegetation

Indigenous or introduced trees, shrubs, vines, ground covers, and herbaceous materials.

Constructed Water Features

The built features and elements that utilize water for aesthetic or utilitarian functions.

Buildings and Structures

Three-dimensional constructs such as houses, barns, garages, stables, bridges, and memorials.

Views and Vistas

Features that create or allow a range of vision, which can be natural or designed and controlled.

Spatial Organization

Arrangement of elements creating the ground, vertical, and overhead planes that define and create spaces.

Land Use

Organization, form, and shape of the landscape in response to land use.

Cultural Traditions

Practices that influence land use, patterns of division, building forms, and the use of materials.

Cluster Arrangement

The location of buildings and structures in the landscape.

Small-Scale Features

Elements that provide detail and diversity combined with function and aesthetics.

Site Inspection and Examination of Data

Also referred to as a site visit. An opportunity arranged by the Contracting Officer for prospective offerors to inspect the work site and to examine data available to the Government which may provide information concerning the performance of the work, such as boring samples, original boring logs, and records and plans of previous construction. The data should be assembled in one place and made available for examination. The solicitation should notify offerors of the time and place for the site inspection and data examination. If it is not feasible for offerors to inspect the site or examine the data on their own, the solicitation should also designate an individual who will show the site or data to the offerors. (FAR 36.210)

Site of Construction

The general physical location of any building, highway, or other change or improvement to real property that is undergoing construction, rehabilitation, alteration, conversion, extension, demolition, or repair; and any temporary location or facility at which a contractor, subcontractor, or other participating party meets a demand or performs a function relating to a Government contract or subcontract. (FAR 22.801)

Site of the Work

In construction:

- a. The term is limited to the physical place or places where the construction called for in the contract will remain when work on it is completed, and nearby property (as described in Paragraph b of this definition) used by the contractor or subcontractor during construction that, because of proximity, can reasonably be included in the site.
- b. Except as provided in Paragraph c of this definition, fabrication plants, mobile factories, batch plants, borrow pits, job headquarters, tool yards, etc., are parts of the "site of the work", provided they are dedicated exclusively, or nearly so, to performance of the contract or project, and are so located in proximity to the actual construction location that it would be reasonable to include them.
- c. The term does not include permanent home offices, branch plant establishments, fabrication plants, or tool yards of a contractor or subcontractor whose locations and continuance in operation are determined wholly without regard to a particular Federal contract or project. In addition, fabrication plants, batch plants, borrow pits, job headquarters, yards, etc., of a commercial supplier or material man which are established by a supplier of materials for the project before opening of bids and not on the project site, are not included in the term. Such permanent, previously established facilities are not a part of the "site of the work", even if the operations for a period of time may be dedicated exclusively, or nearly so, to the performance of a contract. (FAR 22.401)

Site Program

A Site Program is a narrative list of facility functions, descriptions and functional adjacencies and concept sketches (bubble diagrams) showing the relationships of project site functions. Included are specific ideas of what functions should be included (or excluded), how they should be used, and how other functions should relate. The Site Program is based on the GMP (General Management Plan), PMIS (Project Management Information System) Statement, Facility Planning Model, Interpretive Plan, Historic Structure Report, and Cultural Landscape Report and in-depth interviews with key park staff and stakeholders.

Site Utility Assessment

Site Utility Assessment refers to evaluating present and future types of: uses and maximum daily user capacities; quality and quantity of potable water and wastewater flows; fire suppression; and power requirements. In addition, they further include consideration of State approved options for supply and treatment of both water and wastewater (do local municipalities exist), local soils conditions, site constraints (physical or environmental), and site power supply limitations.

Site Visit

1. Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. (FAR 52.237-1(a))
2. See site inspection and examination of data.

Size Standard

A maximum level of average employment or annual revenue at which a firm can qualify as a small business.

Small Business Concern

A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the appropriate criteria and size standards presented in the FAR. (FAR 19.001)

Small Business Concern Owned and Controlled by Women

See woman-owned small business concern.

Small Business Firm

A small business concern as defined under law and implementing regulations of the Administrator of the Small Business Administration. (FAR 27.301)

Small Business Set-Aside

See set-aside for small business.

Small Business Subcontractor

Any concern that:

1. In connection with subcontracts of \$10,000 or less has a number of employees, including its affiliates, that does not exceed 500 persons; and
2. In connection with subcontracts exceeding \$10,000, has a number of employees or average annual receipts, including its affiliates, that does not exceed the size standard set forth in the FAR for the product or service it is providing on the subcontract. (FAR 19.701).

Small Disadvantaged Business Concern

Means:

a. For subcontractors, a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and that meets the requirements of 13 CFR 124.

b. For prime contractors, generally an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either:

- (1) It has received certification from the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B, and
 - (i) No material change in disadvantaged ownership and control has occurred since its certification;
 - (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
 - (iii) It is listed, on the date of its representation, on the register of small disadvantaged business concerns maintained by the Small Business Administration; or

- (2) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted. In this case a contractor must receive certification as an SDB by the SBA prior to contract award. (FAR 19.001)

Sole Source Acquisition

A contract for the purchase of supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one source. (FAR 6.003)

Solicitation

1. A document sent to prospective contractors by a Government agency requesting submission of an offer, quote, or information.
2. The process of issuing a document requesting submission of an offer, quote, or information and obtaining responses.

Solicitation Provision

Also referred to as a provision. A term or condition used only in solicitations and applying only before contract award. (FAR 52.101)

Source Selection

The process of identifying which offeror(s) will receive a contract in a competitive negotiated acquisition. (FAR 15.300)

Source Selection Information

Any of the following information which is prepared for use by a Federal agency for the purpose of evaluating a bid or proposal to enter into a Federal agency procurement contract, if that information has not been previously made available to the public or disclosed publicly:

1. Bid prices submitted in response to a Federal agency invitation for bids, or lists of those bid prices before bid opening.
2. Proposed costs or prices submitted in response to a Federal agency solicitation, or lists of those proposed costs or prices.
3. Source selection plans.
4. Technical evaluation plans.
5. Technical evaluations of proposals.
6. Cost or price evaluations of proposals.
7. Competitive range determinations that identify proposals that have a reasonable chance of being selected for award of a contract.
8. Rankings of bids, proposals, or competitors.
9. Reports and evaluations of source selection panels, boards, or advisory councils.
10. Other information marked as source selection information based on a case-by-case determination by the head of the agency or designee, or the Contracting Officer, that its disclosure would jeopardize the integrity or successful completion of the Federal agency procurement to which the information relates. (FAR 3.104-3)

Space Schematics/Flow Diagrams

Two- or three-dimensional spatial study diagrams to determine whether it is even possible to house the program in an existing facility or on a site. This may aid in understanding the program issues or questions beyond words. (AIA)

Special Resource Study (SRS)

A Congressionally-mandated study that focuses on determinations of significance, suitability, feasibility, and necessity for direct NPS management for proposed new system units.

Stabilization

See preservation maintenance

Stakeholder/Shareholder

An individual, group, or other entity that has a strong interest in decisions concerning park resources and values. Stakeholders may include, for example, recreational user groups, permittees, and concessioners. In the broadest sense, all Americans are stakeholders in the national parks.

Standard General Conditions

Standard General Conditions generate costs to the government (from the contractor) which are basically the cost items defined in the Division 1 Project Specifications. Sometimes, some Division 1 items (Profit, Overhead) are included in the cost of individual bid items when preparing an estimate. These costs (that the Contractor passes on to the government through bid items) are indirect costs of the construction project. Standard General Conditions costs run from 4 to 20 percent, depending on the size, location and complexity and other variables of the project and estimate.

Standard Industrial Classification (SIC)

A code published by the Government in the Standard Industrial Classification Manual. These codes classify and define activities by industry categories and is the source used by the Small Business Administration as a guide in defining industries for small business size standards. (FAR 19.102(g))

State Historic Preservation Officer (SHPO)

State Historic Preservation Officers (SHPOs) administer the national historic preservation program at the state level, review National Register of Historic Places nominations, maintain data on historic properties that have been identified but not yet nominated, and consult with federal agencies during Section 106 review (federal agencies seek the views of the appropriate SHPO when identifying historic properties and assessing effects of an undertaking on historic properties). The governor of their respective state or territory designates SHPOs.

Statement of Findings for Floodplains

Executive Order 11988, *Floodplain Management*, directs federal agencies to avoid adverse impacts upon floodplains and their occupants if there is a practicable alternative. The National Park Service is further directed to take action to reduce the risk of flood loss, to minimize impacts of flooding on human safety, health, and welfare, and to restore and preserve the natural and beneficial values of floodplains.

The National Park Service Director's Order 77-2, *Floodplain Management*, requires that a statement of findings documenting consistency with Executive Order 11988 be prepared if the preferred alternative would result in occupation or modification of floodplains or that would result in impacts to floodplain values. The statement of findings is generally included as an appendix in an environmental assessment or environmental impact statement.

Statement of Findings for Wetlands

Executive Order 11990, *Protection of Wetlands*, directs the National Park Service to provide leadership and take action to minimize the destruction, loss, or degradation of wetlands; to preserve and enhance the natural and beneficial values of wetlands; and to avoid direct or indirect support of new construction in wetlands unless there are no practicable alternatives to such construction and the proposed action includes all practicable measures to minimize harm to wetlands.

Actions proposed by the NPS that have the potential to have adverse impacts on wetlands must be addressed in an environmental assessment (EA) or an environmental impact statement (EIS). If the preferred alternative in an EA or EIS would result in adverse impacts on wetlands, a statement of findings documenting compliance with this executive order and the National Park Service's Director's Order 77-1, *Wetland Protection*, is completed and generally included as an appendix in the EA or EIS.

Statement of Significance

An explanation of how a structure meets the National Register criteria, drawing on facts about the history and the historic trends – local, state, national – that the structure reflects.

Statement of Work (SOW)

Also referred to as a work statement. A document that defines service contract requirements in clear, concise language identifying specific work to be accomplished. It must be individually tailored to consider the period of performance, deliverable items, if any, and the desired degree of performance. In the case of task order contracts, the statement of work for

the basic contract need only define the scope of the overall contract. Individual task orders must define specific task requirements. (FAR 37.602-1)

Stewardship

The cultural and natural resource protection ethic of employing the most effective concepts, techniques, equipment, and technology to prevent, avoid, or mitigate impacts that would compromise the integrity of park resources.

Stop-Work Order

Under a negotiated fixed-price supply, cost-reimbursement supply, research and development, or service contract, a contract clause permits the Contracting Officer to order the contractor to stop work, if a work stoppage is required for reasons such as advancement in the state-of-the-art, production or engineering breakthroughs, or realignment of programs. Generally, a stop-work order will be issued only if it is advisable to suspend work pending a decision by the Government and a supplemental agreement providing for the suspension is not feasible. Issuance of a stop-work order must be approved at a level higher than the Contracting Officer. (FAR 42.1303)

Strategic Plan

A Service-wide, 5-year plan required by GPRA (5 USC 306) in which the NPS states (1) how it plans to accomplish its mission during that time, and (2) the value it expects to produce for the tax dollars expended. Similarly, each park, program, or central office has its own strategic plan, which considers the Service-wide mission plus its own particular mission. Strategic plans serve as “performance agreements” with the American people.

Structure Type

A grouping of individual structures based on a set of shared physical or associative characteristics.

Subcontract

1. A contract or contractual action entered into by a prime contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract. (FAR 3.502-1)
2. A transfer of commercial items between divisions, subsidiaries, or affiliates of a contractor or subcontractor. (FAR 12.001)
3. Includes a transfer of commercial items between divisions, subsidiaries, or affiliates of a contractor or a subcontractor. (FAR 15.401)
4. Any agreement (other than one involving an employer-employee relationship) entered into by a Government prime contractor or subcontractor calling for supplies and/or services required for performance of the contract, contract modification, or subcontract. (FAR 19.701)
5. Any agreement or arrangement between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee) –
 - a. For the furnishing of supplies or services or for use of real or personal property, including lease arrangements that, in whole or in part, is necessary to the performance of any one or more Government contracts, or
 - b. Under which any portion of the contractor’s obligation under any one or more Government contracts is performed, undertaken, or assumed. (FAR 22.801)
6. Any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders. (FAR 44.101)
7. A contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract. (FAR 52.203-7(a))

Subcontractor

1. Any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract. The term includes any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor. (FAR 3.502-1)

2. Any person who holds, or has held, a subcontract subject to E.O. 11246. (FAR 22.801)
3. Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor. (FAR 44.101)
4. Any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract. The term includes any person who offers to furnish or furnishes general supplies to the prime contractor or a higher-tier subcontractor. (FAR 52.203-7(a))

Submittal

A sample, manufacturer's data, shop drawing, or other such item submitted to the owner or the design professional by the contractor for the purpose of approval or other action, usually a requirement of the contract documents.

Substantial Completion

The condition of the work when major components that make up the project are complete and the project is functional for its intended use. Any items remaining to be completed should, at this point, be duly noted or stipulated in writing (see Punch List).

Supplemental Services

Services that may include any of the following;

- Archeology
- Constructability
- Cost Estimating
- Cultural Landscape Report
- Cultural Landscape Inventory
- Energy Study
- Ethnographic Survey
- Geographic Information System (GIS)
- Geotechnical Investigations
- Graphics
- Hazardous Material Studies
- Historic Structures Reports
- Life Cycle Cost Analysis
- Model Construction
- Natural and Cultural Resource Surveys and Reports
- Noise Survey
- Renderings
- Special Studies
- Topographic Surveys
- Value Analysis
- Visual Simulation
- Visitor Experience Planning

Suspension of Work

Under construction or architect-engineer contracts, a contract clause permits the Contracting Officer to order the contractor to suspend work for a reasonable period of time. If the suspension is unreasonable, the contractor may submit a written claim for increases in the cost of performance, excluding profit. (FAR 42.1302)

Sustainable Design Practices

Design that applies the principles of ecology, economics, and ethics to the business of creating necessary and appropriate places for people to visit, live, and work. Development that has been sustainably designed sits lightly upon the land, demonstrates resource efficiency, and promotes ecological restoration and integrity, thus improving the environment, the economy, and society. Sustainable Design Practices include those choices, decisions, actions and ethics that will best achieve ecological/ biological integrity; protect qualities and functions of air, water, soil, and other aspects of the natural environment; and preserve human cultures. Sustainable Design Practices allow for use and enjoyment by the current generation, while

ensuring that future generations will have the same opportunities. See also, “environmental leadership” and “best management practices.”

Recommended sustainable strategies should address topics such as the following:

- Planning sustainable sites
- Improving energy efficiency
- Conserving materials and resources
- Enhancing indoor environmental quality
- Safeguarding water
- Facility maintenance and operations
- Cultural and natural resource influences
- Interpretation/education

Systems

A functionally related group of elements forming a collective entity such as electrical or mechanical components.

T

Table of Contents (Historic Structure Report)

The table of contents should be formatted according to the main Historic Structure Report section headings and include appropriate sub-headings based on the report’s content. The table of contents is followed by a list of illustrations and their credits when they are integrated within the main body of text.

Task Order

An order for services placed against an established contract or with Government sources. (FAR 2.101)

Taxpayer Identification Number (TIN)

1. The number required by the IRS to be used by the offeror in reporting income tax and other returns. (FAR 4.901)
2. The number required by the IRS to be used by the offeror in reporting income tax and other returns. (FAR 52.204-3(a))

Technical Specialist (TS)

Member of the Technical Group specialists/staff assigned to specific projects as needs are identified by the PM to provide project quality assurance and expertise in a particular discipline.

Termination for Convenience

1. The Contracting Officer may terminate performance of work under the contract in whole or, from time to time, in part if the Contracting Officer determines that a termination is in the Government's interest. (FAR 52.249-2(a))
2. The procedure that may apply to any Government contract, including multi-year contracts. As contrasted with cancellation, termination can be effected at any time during the life of the contract (cancellation is effected between fiscal years) and can be for the total quantity or a partial quantity (whereas cancellation must be for all subsequent fiscal years’ quantities). (FAR 17.103)

Termination for Default

The exercise of the Government’s contractual right to completely or partially terminate a contract because of the contractor’s actual or anticipated failure to perform its contractual obligations. (FAR 49.401)

Tiered Planning

NPS planning approach, in which the GMP sets the broad vision for what the parks should be and other layers of implementation planning fill in the details of how to accomplish the vision.

Topographic and Site Survey

Mapping a site's natural characteristics and artificial elements and its legal description.

Total Set-Aside for Small Business

Also referred to as a total small business set-aside. An individual acquisition or class of acquisitions restricted for participation by small business concerns. (FAR 19.502-2)

Treatment

A course of action for preservation such as a construction project or other activity. See ultimate treatment.

Treatment and Use (Historic Structure Report)

This narrative presents and evaluates alternative uses and treatments for a historic structure. Emphasis is on preserving extant historic material and resolving conflicts that might result from a structure's "ultimate treatment." Part 2 concludes by recommending a treatment and use responding to objectives identified by park management. In most cases, design work does not go beyond schematics.

A treatment is a strategy, usually determined in park planning documents that defines an appropriate type of action including preservation, rehabilitation, restoration, and reconstruction, as defined by the Secretary's Standards. Treatment and designated use affect the level of investigation. Generally, the more intensive the treatment and the greater the impact of the proposed use, more exhaustive research and investigation are needed, thereby affecting the breadth of scope of the proposed HSR. Restoration and reconstruction tend to be the most intensive treatments.

Tribal Historic Preservation Officer (THPO)

Tribal Historic Preservation Officer (THPO) is the tribal official appointed by the tribe's chief governing authority or designated by a tribal ordinance or preservation program who has assumed the responsibilities of the SHPO for purposes of section 106 compliance on tribal lands. As formal participants in the national historic preservation program, the THPOs responsibilities include identifying and maintaining inventories of culturally significant properties, nominating properties to national and tribal registers of historic places, conducting section 106 reviews of Federal agency projects on tribal lands, and conducting educational programs on the importance of preserving historic properties. The National Park Service designates tribal Historic Preservation Officers.

Note: only three NPS units – Canyon de Chelly National Monument, Navajo National Monument, and Hubbell Trading Post National Historic Site – consult with the THPO in lieu of the SHPO for undertakings occurring on, or affecting historic properties on, tribal lands.

U**Unauthorized Commitment**

An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. (FAR 1.602-3(a))

Undertaking

As referred to in Section 106 of the National Historic Preservation Act, an undertaking is any federal, federally assisted, federally licensed, or federally sanctioned project, activity, or program that can result in changes in the character or use of historic properties. Undertakings include new and continuing projects, programs, and activities that are (1) directly undertaken by federal agencies; (2) supported in whole or in part, directly or indirectly, by federal agencies; (3) carried out pursuant to a federal lease, permit, license, approval, or other form of permission; or (4) proposed by a federal agency for congressional authorization or appropriation. Undertakings may or may not be site-specific. (See 36 CFR 800.2[0] and section 301[7] of the National Historic Preservation Act.)

Ultimate treatment (Historic Structure Report)

A general definition of a structure's development limits based on considerations of use and the historic character that should be presented to the public. It is accomplished through one or more construction projects, after which the structure is preserved by preservation maintenance. The categories of ultimate treatment are preservation, rehabilitation, restoration, and reconstruction.

Ultimate Treatment and Use (Historic Structure Report)

A narrative that discusses and analyzes the ultimate treatment and use of the structure as defined in park planning documents. If they have not been defined, this narrative may recommend an ultimate treatment and use. If analysis of the structure suggests that a planned treatment or use would adversely affect it, the text may present an alternative approach.

Uniform Contract Format (UCF)

The solicitation and contract format commonly used for most noncommercial supplies and services. The format is divided in parts and sections:

Part I -- The Schedule:

- A — Solicitation/contract form;
- B — Supplies or services and prices;
- C — Description/specifications;
- D — Packaging and marking;
- E — Inspection and acceptance;
- F — Deliveries or performance;
- G — Contract administration data; and
- H — Special contract requirements.

Part II -- Contract Clauses:

- I — Contract clauses

Part III -- List of Documents, Exhibits, and Other Attachments:

- J — List of documents, exhibits, and other attachments.

Part IV -- Representations and Instructions:

- K — Representations, certifications, and other statements of bidders;
- L — Instructions, conditions, and notices to bidders; and
- M — Evaluation factors for award. (FAR 15.204-1(a), FAR Table 15-1)

Uniform Federal Accessibility Standards (UFAS)

This document presents uniform standards for the design, construction and alteration of buildings so that physically handicapped persons will have ready access to and use of them in accordance with the Architectural Barriers Act, 42 U.S.C. 4151-4157. The document embodies an agreement to minimize the differences between the standards previously used by four agencies (the General Services Administration, the departments of Housing and Urban Development and Defense, and the United States Postal Service) that are authorized to issue standards under the Architectural Barriers Act, and between those standards and the access standards recommended for facilities that are not federally funded or constructed.

This document sets standards for facility accessibility by physically handicapped persons for Federal and federally-funded facilities. These standards are to be applied during the design, construction, and alteration of buildings and facilities to the extent required by the Architectural Barriers Act of 1968, as amended.

Unilateral Modification

A contract modification that is signed only by the Contracting Officer. Unilateral modifications are used, for example, to –

- a. Make administrative changes;
- b. Issue change orders;
- c. Make changes authorized by clauses other than a changes clause (e.g., Property clause, Options clause, Suspension of Work clause, etc.); and
- d. Issue termination notices. (FAR 43.103(b))

Universal Design

Design of products, communications, and environments to be simple and usable by people of all ages, sizes and abilities (including disabilities) without the need for special adaptations or specialized design. There are 7 principles:

1. Equitable use for any group of people
2. Flexibility - choice; adaptability to user's needs and abilities
3. Simple and intuitive to use in spite of users experience level, language skills, knowledge or concentration level
4. Perceptible information is provided regardless of user's sensory abilities or ambient conditions
5. Tolerance for error - minimal hazards and adverse consequences or accidental / unintended consequences
6. Low physical efforts required - efficient and comfortable
7. Adequate size and space for approach regardless of user's body size, posture or mobility

Use

How the structure will be utilized following realization of its ultimate treatment. The function(s) the structure will serve and the activities which will take place within the structure.

V

Value Analysis (VA)/Value Engineering (VE) (See CBA)

1. An analysis of the functions of a program, project, system, product, item of equipment, building, facility, service, or supply of an executive agency, performed by qualified agency or contractor personnel, directed at improving performance, reliability, quality, safety, and life-cycle costs. (FAR 48.001)
2. An organized effort to analyze the functions of systems, equipment, facilities, services, and supplies for the purpose of achieving the essential functions at the lowest life cycle cost consistent with required performance, reliability, quality, and safety. (FAR 52.248-2(b))

Value-Based Decision-Making Methodology

Value Analysis methods that include:

- Function analysis
- Cost modeling and analysis
- Project modeling (quality, square footage, risk, etc.)
- Life-cycle costing
- Creative techniques to expand alternatives, such as brainstorming
- Structured evaluation methods using benefit/cost comparisons, such as Choosing by Advantages (CBA)

Value Engineering Change Proposal (VECP)

A proposal that:

- a. Requires a change to the instant contract to implement; and
- b. Results in reducing the overall projected cost to the agency without impairing essential functions or characteristics; provided, that it does not involve a change:
 - (1) In deliverable end item quantities only;
 - (2) In research and development (R&D) items or R&D test quantities that are due solely to results of previous testing under the instant contract; or
 - (3) To the contract type only. (FAR 48.001)

Value Engineering Proposal

1. In connection with an A-E contract, a change proposal developed by employees of the Federal Government or contractor value engineering personnel under contract to an agency to provide value engineering services for the contract or program. (FAR 48.001)
2. In connection with an A-E contract, a change proposal developed by employees of the Federal Government or contractor value engineering personnel under contract to an agency to provide value engineering services for the contract or program. (FAR 52.248-2(b))

Value Planning

A philosophy that states decisions at any level of a project should be value based, producing the maximum advantages for the best value.

VPH

Vehicles per Hour

W

Wage and Hour Division

The unit in the Employment Standards Administration of the Department of Labor to which is assigned functions of the Secretary of Labor under the Service Contract Act. (FAR 22.1001)

Wage Determination

A determination of minimum wages or fringe benefits made under the Service Contract Act applicable to the employment in a given locality of one or more classes of service emp

Walsh-Healey Public Contracts Act

Also referred to as the Walsh-Healey Public Contracts Act. Requires that (unless exempted), all contracts subject to the Act and entered into by any executive department, independent establishment, or other agency or instrumentality of the United States, or by the District of Columbia, or by any corporation (all the stock of which is beneficially owned by the United States) for the manufacture or furnishing of materials, supplies, articles, and equipment (referred to in this subpart as supplies) in any amount exceeding \$10,000, must include or incorporate by reference the stipulations required by the Act pertaining to such matters as minimum wages, maximum hours, child labor, convict labor, and safe and sanitary working conditions. (FAR 22.602)

Warranty

A promise or affirmation given by a contractor to the Government regarding the nature, usefulness, or condition of the supplies or performance of services furnished under the contract. (FAR 46.701)

WFLHD

Western Federal Lands Highway Division

Women-Owned Business Concern

A concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women. (FAR 52.204-5(b))

Women-Owned Small Business Concern

A small business concern:

- a. Which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- b. Whose management and daily business operations are controlled by one or more women. (FAR 19.001)

Work Hours and Safety Standards Act

Requires that certain contracts contain a clause specifying that no laborer or mechanic doing any part of the work contemplated by the contract shall be required or permitted to work more than 40 hours in any workweek unless paid for all such overtime hours at not less than 1-1/2 times the basic rate of pay. (FAR 22.301)

Workmanship

(1) The physical evidence of the crafts of a particular culture or people; (2) the techniques and skills necessary to execute or construct a particular detail or feature.

XXX (Triple X) or Assessment of Effect Form

One of the acceptable formats for documenting Section 106 review, including assessment of effects, within the NPS is the model Section 106 form formerly known as the XXX form and found in Appendix O of the NPS CRM Guideline.